

# Transcription Cheat Sheet for Volunteers

## Mid-Atlantic Megalopolis Project

Achieving a greater scientific understanding of our urban areas, one plant specimen at a time.



Long Form, if needed (only if specimen has info not on short form)

Be careful to separate locality and habitat - see notes on other side for more detail

LAST THING = Save Edits

NEXT TO LAST THING  
Status Auto-Set Selection: Choose either **Pending Review** (if all went well) or **Expert Required** (if help is required)

Go to next record

Switch to high resolution to see label better

Academy of Natural Sciences of Drexel University (PH)  
Home >> Crowd Sourcing Central >> Public Display >> Editor

Occurrence Data

Collector? Edgar T. Wherry **a** Number? **b** Date? **c** Dupes?  Auto search

Associated Collectors? **d** Verbatim Date?

Exsiccati Title Number

Scientific Name? **e**  
Lycopodium dendroideum  
Note: Full editing permissions are needed to edit an identification

Country United States **f** State/Province Pennsylvania **g** County **h**

Locality **i**

Latitude Longitude Uncertainty? Verbatim Coordinates Tools

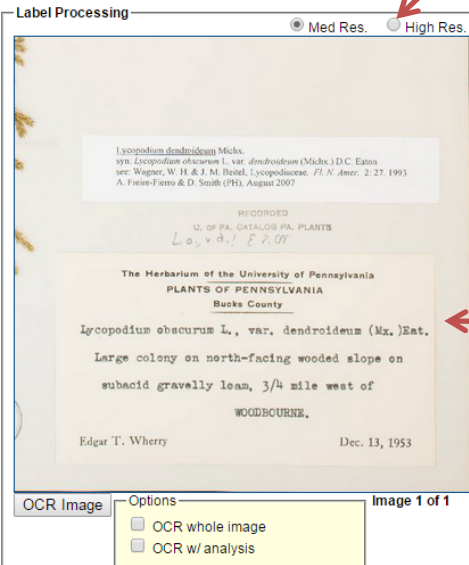
Elevation in Meters Verbatim Elevation

Habitat **j**

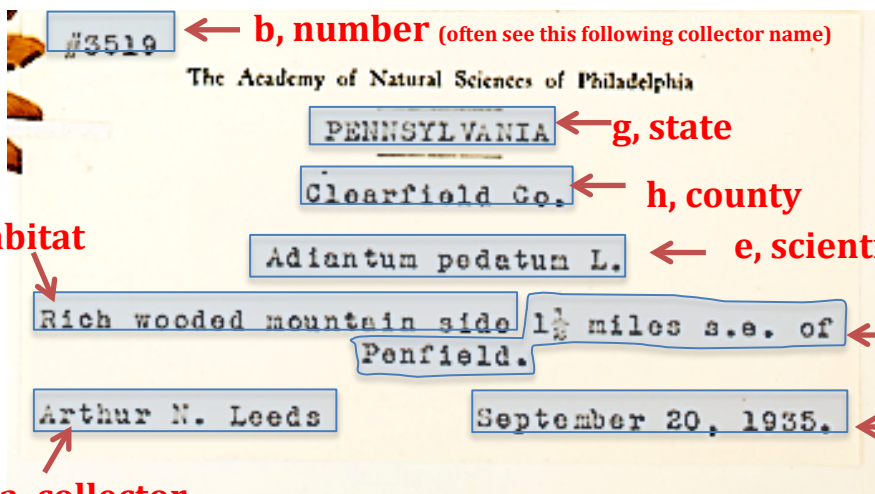
Substrate

Notes **k**

Save Edits  
Status Auto-Set: Pending Review



To Zoom in on label: CTRL and click on image



Herbarium Label (e.g. at left)

- General layout
- Huge variation in labels
- Not every label has ALL the information
- Fill in information available

**\*RULE OF THUMB:** If there is information NOT on the actual label (names, numbers, etc.), don't worry about it!

Website: <http://midatlanticherbaria.org/portal/collections/specprocessor/crowdsource/central.php>

## TO TRANSCRIBE LABEL DATA OF A SPECIMEN:

### 1. Find the label on the image (usually lower right corner)

- To zoom in on the image
  - PC = CTRL and click on the image
  - Mac = Control and click on the image
- Hold down SHIFT button and move mouse to zoom in/out

### 2. Transcribe all the applicable information from label (on right of screen) to database fields (on left of screen)

- Collector(s) = the person(s) who collected the specimen
  - a. The first person who is listed, if multiple people listed. Name should be in order of "First name Last name". If no collector name is present, enter "Unknown".
  - d. Additional collectors should be entered under "Associated Collectors." Use semicolons (;) to separate multiple names.
- b. Number = the collector number. If no collector number is present, enter "s.n."
- c. Date = when the specimen was collected (Format is YYYY-MM-DD)
- e. Scientific Name = Latin binomial (Genus species) *These should already be filled in.*
- f. Country = United States
- g. State/Province = state or district in Mid-Atlantic, spelled out (Delaware, Maryland, New Jersey, New York, Pennsylvania, District of Columbia)
- h. County = county of collection
- i. Locality = how to get back to place where plant was collected
  - Geographic description
  - Distance from roads, streams, landmarks etc.
  - Name of roads, trails, rivers, landmarks etc.
- j. Habitat = environmental conditions plant is growing in (not geography/locality information)
  - Examples = marsh, desert, forest, etc.
  - Includes abiotic features such as soil types, rock types, hydrology, for example "dry creek bed," "granite outcrop," or "flood plain."
- k. Notes (Occurrence Remarks)
  - population characteristics (e.g., frequency of species in landscape: rare, common, etc.)

*\*IF NEEDED:* Click on "Long Form" (upper right of database box)

Takes you to the complete transcription form – may be necessary if specimen includes further information, such as these examples:

- Associated Taxa (on Long Form, not shown)
  - other plant species listed as growing with the collected specimen
- Description (on Long Form, not shown)
  - information specific to individual plant, description of the plant, e.g. colors, height
- Cultivated checkbox (on Long Form, not shown)
  - if label indicates specimen was collected from cultivated plant, check this box

### 3. Select the stage for "Status Auto-Set." Choose either:

- "Pending Review" – if you have transcribed all the information on the label into fields without any questions or trouble, OR
- "Expert Required" – if help is needed for any part of transcription. **Please leave a brief description of the problem in the Notes field (k) for the reviewer.** Problems may include:
  - words are illegible
  - problems determining locality or habitat
  - discrepancies in scientific name (The name in the form does not match the name on the image)
  - any other issues that may arise
- Please be assured a curator will review each record – the "Expert Required" is just a red flag to us that the transcriber feels like something is missing/in question from their work.

### 4. Click "Save Edits" to save your work when finished.