Transcribing ANIC Bees – tutorial

Thank you for helping us transcribe specimen labels from our Australian Natural Insect Collections (ANIC).
Bee specimens have a variety of labels. These labels may contain information including species name and determination, collection event (collector, method, location, and date).

Given the variation in the label styles, information will not be available for all the fields. If there is no information for a field, leave it blank.

Hopefully this guide will help you transcribe types of labels and their information.

Latitude and Longitude:

- When latitude and longitude are provided on the **label** please copy them as written into the Latitude and Longitude fields.

- If GPS is written on the label after the latitude and longitude, this can be put in the field for "Source of Lat/Long"

Mapping tool:

- Follow the Australian Museum Mapping Tool Tutorial, found here : Mapping Tool

Date :

- Please enter dates in the format of DD/MM/YYYY.
- Some dates on the label may be written with Roman numerals. When a date includes a Roman numeral, that numeral is the month. So a date of 20.vi.1977 would be transcribed as 20/06/1977

- Some collecting dates can have a date range. Enter the information is the 'Collection start date" and the "Collection end date" fields

Collectors:

- Please when transcribing the name of a person (whether it is the "Collector" or the "Determined/Identified by") please enter the name in the format : Surname,A.B. (with no spaces between Surname and Initials)


- If two collectors are listed (as per image), please transcribe as Naumann,I.D.& Cardale,J.C.. Following the format of Surname,A.B.

Habitat:

- When entering the information for the Habitat, if an author of the plant or insect is listed, it can be put into the Habitat field as well. An example is given below ….
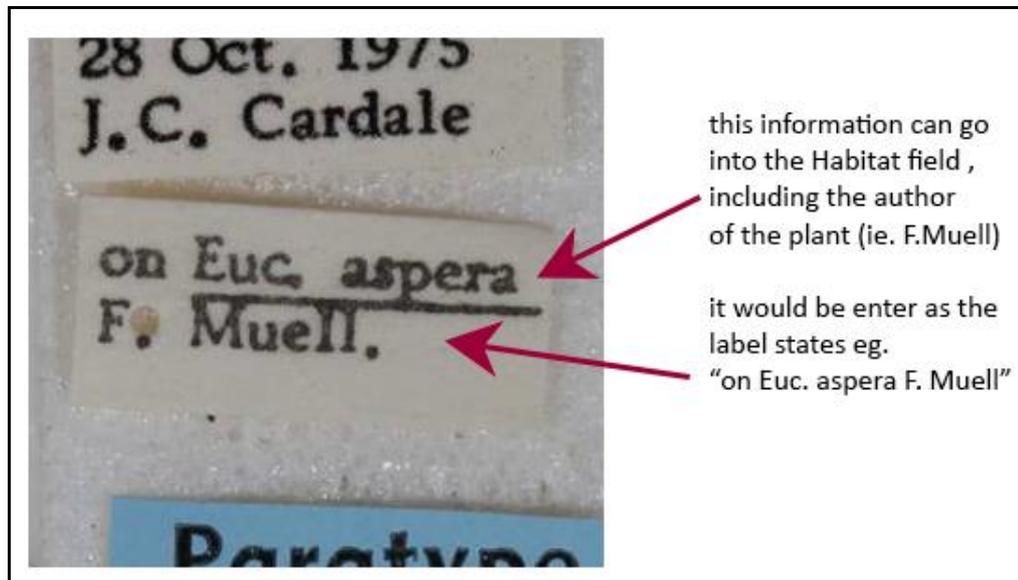
- In this image below, the 3rd label down is the habitat label. All the information on this label can go into the Habitat field.
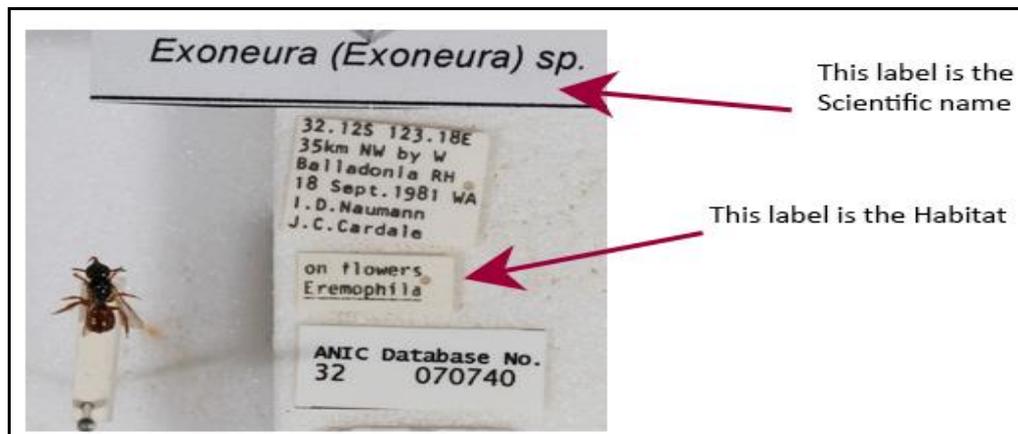
Scientific names

- Where two names are given for the one specimen, the label at the top of the image is always the current Scientific name and should go into the field "Scientific name".
- It is often difficult to differentiate between the Scientific Name and the Previous Identifications. As a general rule, the very first label in the image is the Scientific Name

- The example in the below image is a difficult one to interpret. The 2nd label that has *Amphylaeus merosus* noted on it, is the current Scientific name. It is just that the writer who was writing the label didn't include the 'sub-genus' on the label, which is usually to saved space at the time. In this case, the sub-genus is the word in brackets on the first label - "Amphylaeus".
 Amphylaeus is the Genus and the Sub-genus of this specimen.

Type status

- At times the type status (if any) may be a label or noted in the image.

- This image below shows this specimen as being a "Paratype", this can be put into the 'type status' field
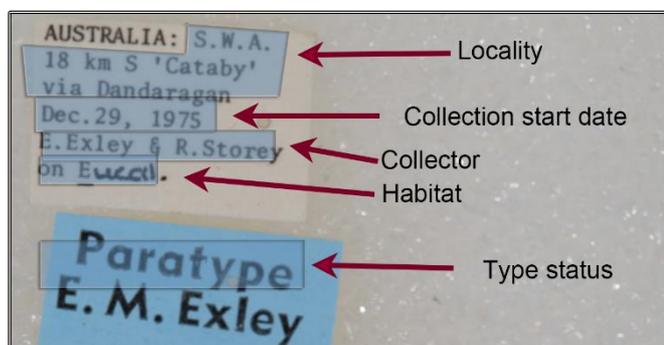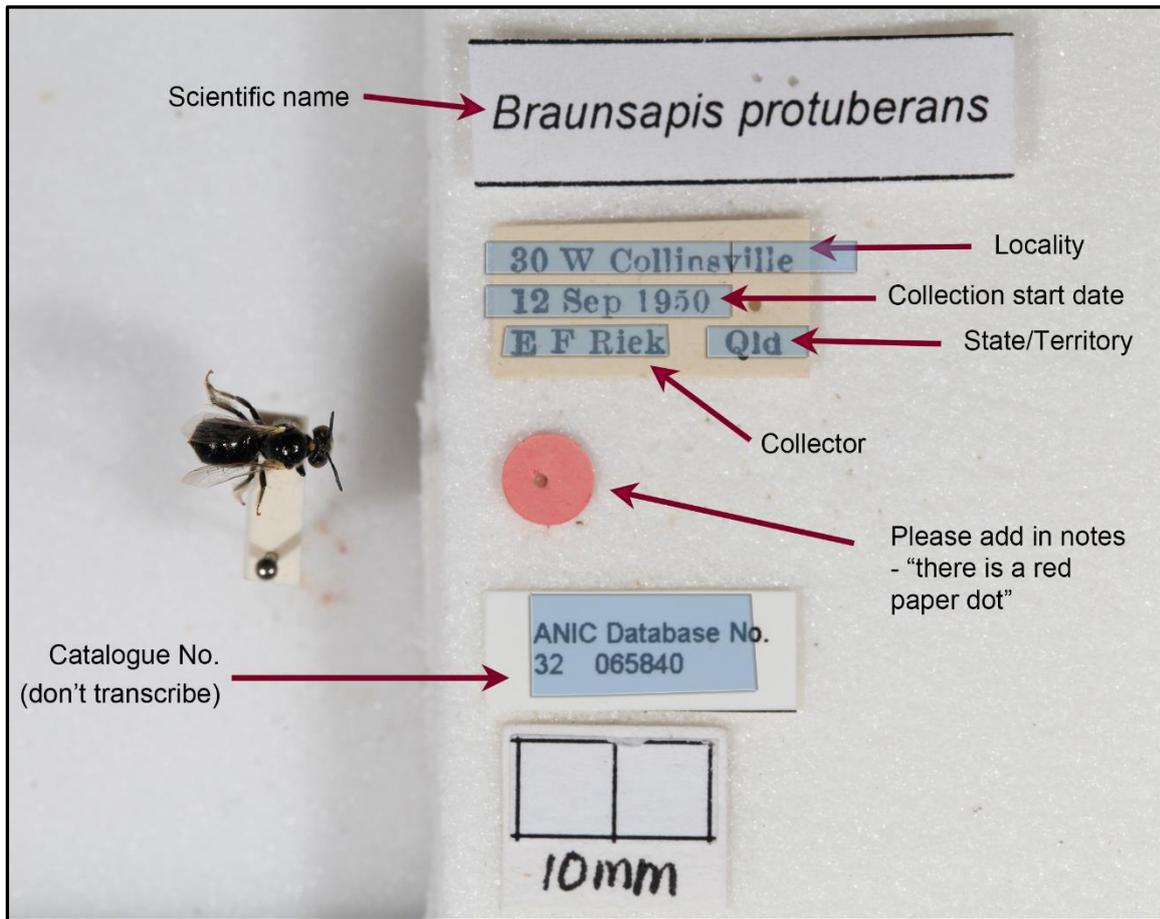

Red or blue coloured disc

- If you come across an image with a red or blue coloured disc, what appears like a round dot – please add in the notes field that there is a paper dot with the specimen.
- Please also add in the notes field what colour the dot is (ie. red or blue)
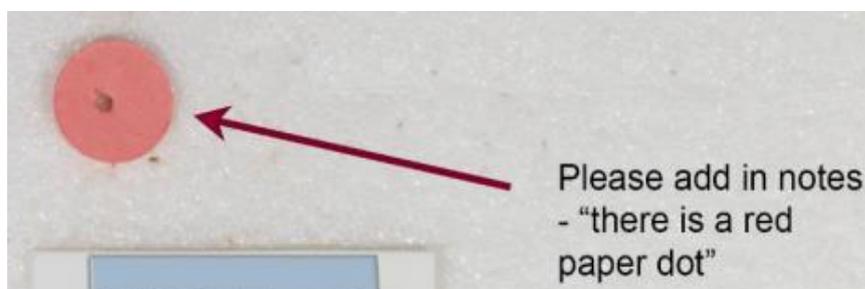
Example of labels and where to put information

Your help transcribing labels is greatly appreciated!
Thank you very much for your time!