

Validating specimen labels on DigiVol

User Guide

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Role of validation

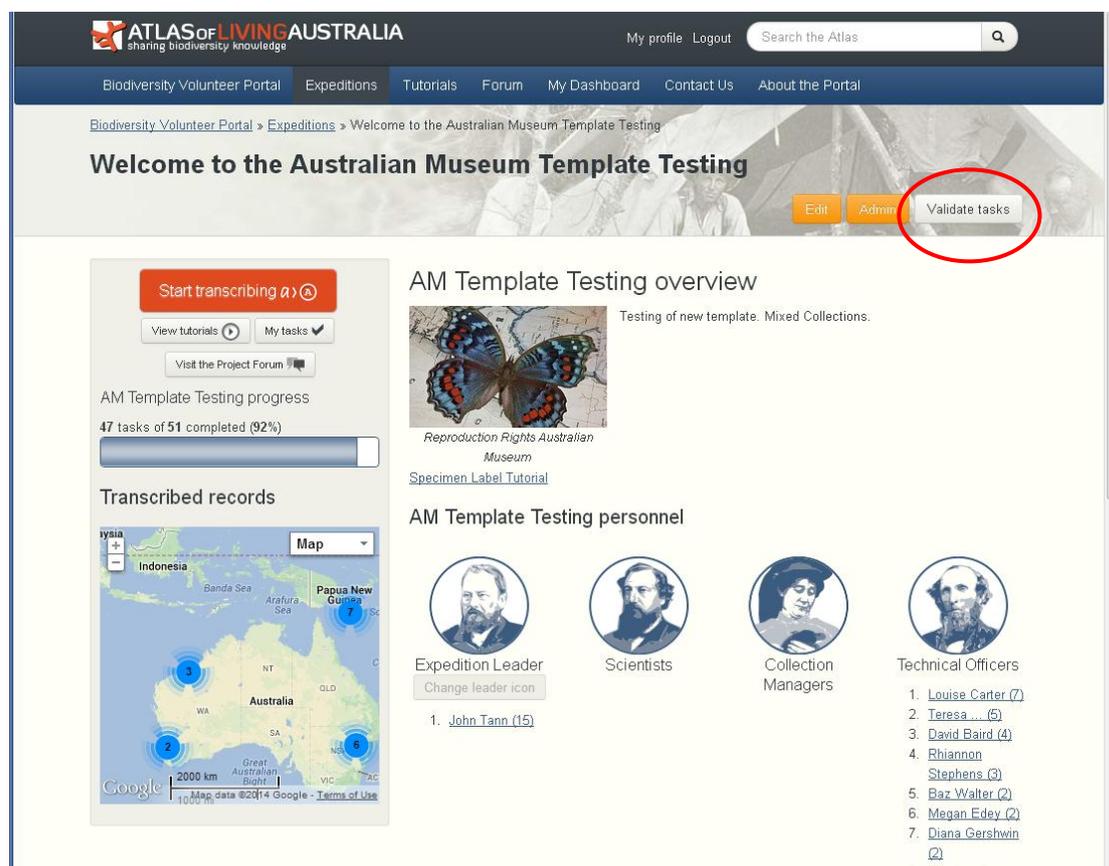
Validation is one of the steps needed to create a digital record from a specimen label. The validation step takes each transcribed record and ensures that it is fit to be included with other records to be bulk uploaded into EMu, the Museum collection management database.

The role of a validator is to confirm that the information in each part of the form is correct. By contrast, a transcriber does the initial entry of the information on a specimen label into different parts of the form. A validator subsequently checks this information, corrects any discrepancies, and ensures it is in a standardised form.

The step following validation passes a batch of records through a semi-automated process that prepares them for import into EMu.

Steps to start validating

Go to the front page of the project you are validating



The screenshot shows the ATLAS OF LIVING AUSTRALIA website interface. At the top, there is a navigation bar with the logo and text 'ATLAS OF LIVING AUSTRALIA sharing biodiversity knowledge'. Below this is a secondary navigation bar with links: Biodiversity Volunteer Portal, Expeditions, Tutorials, Forum, My Dashboard, Contact Us, and About the Portal. A search bar is located on the right side of the top bar. The main content area features a header with the text 'Welcome to the Australian Museum Template Testing' and three buttons: 'Edit', 'Admin', and 'Validate tasks'. The 'Validate tasks' button is circled in red. Below the header, there is a section titled 'AM Template Testing overview' with a butterfly image and a progress bar showing '47 tasks of 51 completed (92%)'. To the right, there is a list of 'AM Template Testing personnel' including Expedition Leader (John Tann), Scientists, Collection Managers, and Technical Officers (Louise Carter, Teresa, David Baird, Rhiannon Stephens, Baz Walter, Megan Edey, Diana Gershwin).

Click on the **Validate tasks** button at the top right of the page.

Biodiversity Volunteer Portal > Expeditions > AM Template Testing > Project Admin - AM Template Testing

Project Admin - AM Template Testing

Edit Project New News Item Mailing List Picklists [My Stats](#)

Total Tasks: 51, Transcribed Tasks: 47, Validated Tasks: 27 [Export all](#) [Export transcribed](#) [Export validated](#) [search](#)

External Id	Catalog Number	Scientific Name	Fully Transcribed By	Fully Validated By	Validation Status	Action
AM_ENTO_DRW_430_21991.jpg	K.343662	Junonia villida			–	transcribe
AM_ENTO_DRW_432_22126.jpg	K.366158	Junonia hedonia zelima	Diana Gershwin	John Tann	✓	review
AM_ENTO_DRW_432_22127.jpg	K.366159	Junonia hedonia zelima	John Tann	John Tann	✓	review
AM_ENTO_DRW_432_22128.jpg	K.366160	Junonia hedonia zelima	John Tann		–	validate
AM_ENTO_DRW_436_22225.jpg	K.343841	Yoma algina pavonia	John Tann		–	validate
AM_ENTO_DRW_436_22226.jpg	K.343842	Yoma algina pavonia	Geoffrey Berry	John Tann	✓	review
AM_ENTO_DRW_436_22227.jpg	K.343843	Yoma algina pavonia	Louise Carter	John Tann	✓	review
AM_ENTO_DRW_438_22282.jpg	K.343888	Hypolimnas misippus	John Tann		–	validate
AM_ENTO_DRW_438_22283.jpg	K.343889	Hypolimnas misippus	leonie prater	John Tann	×	review
AM_ENTO_DRW_438_22284.jpg	K.343890	Hypolimnas misippus	John Tann		–	validate
AM_ENTO_DRW_440_22275.jpg	K.366258	Hypolimnas bolina nerina	John Tann		–	validate
AM_ENTO_DRW_440_22276.jpg	K.366259	Hypolimnas bolina nerina	Geoffrey Berry	John Tann	×	review
AM_ENTO_DRW_440_22277.jpg	K.366260	Hypolimnas bolina nerina	John Tann		–	validate
AM_ENTO_DRW_441_22416.jpg	K.366556	Hypolimnas bolina f. pallenscens	David Baird		–	validate
AM_ENTO_DRW_441_22417.jpg	K.366557	Hypolimnas bolina f. euploeoides	Teresa ...		–	validate
AM_ENTO_DRW_441_22418.jpg	K.366558	Hypolimnas bolina f. euploeoides	John Tann	Rhiannon Stephens	✓	review

Click on the **Validate** button in the Action column to validate those tasks that have been transcribed.

Hint: Use the **Validation Status** button to sort the list and show all unvalidated tasks.

Three important things for a validator

1. Dates are correct
2. Information is entered into its correct field: empty fields are supposed to be empty, the collector field has the name of the collector, and location fields have the location.
3. If you need someone else to look at the task, write a brief note in Validator Notes.

Validate each task using the following guidelines.

Fields to check when validating

Transcribe All Text

This is an exact copy of what is written on the label.

Question marks, brackets, and spelling-as-written, are all okay in this field.

It is the job of the transcriber to fill in this field faithfully. In general, a validator should not spend much time checking this field. You may, of course, correct any significant errors or omissions found here.

In all fields except 'Transcribe All Text'

These fields contain information that has been extracted from the label and interpreted and written in a standardised format. The information will generally be written in a different way to the information on the label.

Uppercase

Do not use whole-word uppercase writing. eg KENSINGTON should be Kensington

Brackets and parentheses

Question marks, brackets and parentheses should only be used within the '**Transcribe All Text**' field. Do not use them elsewhere. Leave them out and use commas to help with meaning. For example, 'Corner Main Road and Prickley Road (50 m right of dam)' could be 'Corner of Main Road and Prickley Road, 50 metres right of dam'.

Uncertainties

If text is illegible, do not use it except within the 'Transcribe All Text' box. Fields on the form should be filled in as best as possible, leaving out the missing information. Use **Validator Notes** field at the foot of the page for any discussion or concerns.

Collection Location

The collection location is the section where all locality details from the labels are recorded.

Locality

This is the location that has been interpreted from the label.

States and countries should be entered into their own fields, and not in **Locality** field.

Abbreviations

Where an abbreviation is ambiguous, spell it out. eg 'm' could be metres or miles; 'St' could be Station (leave St for Saint and Street).

Where an abbreviation is peculiar, spell it out. eg R. Nat. Pk. becomes Royal National Park; S.Detached Pt. becomes Semi Detached Point.

Type out North, South, East and West when they are part of a place name. For example West Wyalong, Narrabeen South. Otherwise leave compass points as uppercase N, S, E or W. For intermediate compass points use uppercase abbreviations, such as SE for southeast.

Punctuation

Put spaces between words, eg WeeJasper becomes Wee Jasper,

Remove silly full-stops, eg SE.Mt Larcom becomes SE Mt Larcom, C.S.I.R.O. becomes CSIRO.

Add commas to separate concepts and to help clarify meaning. eg 'Rat Island, Port Curtis',

'Smoky Cape, Hat Head NP'. In the processes following validation an end-of-line will be

converted to a space, so adding a comma may help clarify meaning. For example

Peacock Ck

Richmond Range S.F.

In the automated processes that follow validation, this location will become:

'Peacock Creek Richmond Range State Forest'

Adding a comma at the end of the first line after 'Ck' will make that outcome more readable:

'Peacock Creek, Richmond Range State Forest'

Hyphens

Hyphens can be used for a range of numbers, or for a highway name, eg 3-5 km, or

Frankston-Mornington Road; for these cases do not have spaces around the hyphen. For

other uses of hyphens, consider replacing with a comma: eg 'Sally Malay mine - 17 km NNE

of Ord River', could be 'Sally Malay mine, 17 km NNE of Ord River'

Spelling

Where uncertain, check spelling of placenames. Australian placenames should follow

modern spelling in Geoscience Australia Gazetteer (<http://www.ga.gov.au/place-names/>). eg

'Nullabor Plains' should be written 'Nullarbor Plain'.

For Foreign placenames, use GeoNames (<http://www.geonames.org/>), Wikipedia and

Google to help confirm spelling.

Reserves

Names of National Parks, Nature Reserves and other reserves are often misnamed or

misspelt. Check with Gazetteer (<http://www.ga.gov.au/place-names/>). Common

abbreviations for 'National Park', 'Nature Reserve' and 'Forest Reserve' are okay – use NP,

NR or FR. 'Fauna Reserve' and 'Flora Reserve' should be spelt in full.

Do NOT include vegetation in the **Locality** field. For example, cold temperate rainforest, smooth bark eucalypts, sand dunes.

State or Territory

The name of the State should be used where known. It may not be written explicitly on the label, but may be determined from the locality information.

Be careful with placenames that are common to two Australian states, such as Carlton, Brighton, Kangaroo Island. It is okay to leave the **State or Territory** field blank if uncertain.

States of other countries

The names of non-Australian States should be used where known. American States are often given two-letter abbreviations and should be spelt out in full. For example, MO becomes

Missouri, FL becomes Florida. The ALA Mapping Tool

(<http://volunteer.ala.org.au/admin/mappingTool>) will return a State name if known.

Country

The name of the Country should be used where known. It may not be written explicitly on the label, but may be determined from the locality information.

Spell country name in full. Use the English spelling equivalent, eg Brazil for Brasil, or Ecuador for Equador.

Historical country names

Do NOT include historical country names in **Locality** field, add modern name to **Country** field if known.

See **Appendix** for examples of historical country names and their modern equivalent.

Longitude from label & Latitude from label

There are two formats for recording latitude and longitude: Degrees-minutes-seconds and Decimal degrees. Confirm that the label information has been copied in the correct format.

Degrees-minutes-seconds

This is different to decimal degrees. Each part of the lat-long is parsed into degree, minute, second and the hemisphere.

Confirm and correct hemisphere, based on country or ocean. Include 'S', 'E', 'N' and 'W' where appropriate. Note: Australia has latitude of 'S' and a longitude of 'E'.

Remove minus (-) signs for degrees-minutes-seconds

Decimal degrees

This is different to degrees-minutes-seconds.

Use minus (-) sign for southern hemisphere, and also for longitudes west of Greenwich, England. Do not use 'S', 'E', 'N' and 'W' to indicate hemisphere.

Note: Australia will have a minus (-) sign for latitude, and no sign for longitude.

Find Lat/Long – use mapping tool

The mapping tool is used when latitude and longitude are not found on the label.

Decimal latitude & Decimal longitude

Decimal latitude and decimal longitude will be determined by the mapping tool. You may edit these values by hand if desired, however it is usually best to let the mapping tool set them.

Coordinate uncertainty in metres

Adjust the coordinate uncertainty with the mapping tool and create a circle to best represent the area of uncertainty.

Miscellaneous

Collection date

Pay special attention to accuracy of dates. Incorrect dates are difficult to detect in later processes.

Collection date is the date of collection, NOT the date of identification.

Collector

Confirm this is the name of the collector. It is NOT the name of the Authorship, the person who identified the specimen, or the Collection.

Initials should have a full-stop after them, and a space before the surname. eg D. McAlpine or D.K. McAlpine – not DK McAlpine.

Where there are multiple collectors enter a single name in each field.

Acronyms are okay, and preferred without full-stops, eg CSIRO, WAM, UNSW
Peculiar abbreviations should be spelt out in full, where known. eg Aust Mus Party would be Australian Museum Party.

Collection Method

The **Collection Method** field contains information about *how* the specimen was collected, not *where* it was found or *what* it was sitting on. Common methods are 'At light', 'MV lamp', 'Benthic sledge', 'By hand', 'Reared'.

Elevation

Confirm that **Elevation (To)** is higher than **Elevation (From)**.

If only one elevation is given, record this as **Elevation (From)**, and leave **Elevation (To)** blank.

Always include units: Metres or Feet

Remove commas within numbers: write 1,250 ft as 1250 Feet

Depth

Confirm that **Depth (To)** is deeper than **Depth (From)**.

If only one depth is given, record this as **Depth (From)**, and leave **Depth (To)** blank.

Always include units; Metres, Feet or Fathoms.

Depth may appear on a label as fathoms or metres, sometimes both. Only one set of numbers is wanted. If there is a choice of units as fathoms or metres, record fathoms in these fields.

Remove commas within numbers: write 1,250m as 1250 Metres

Field/Other numbers

This field is a place to write any other numbers and codes on the label that could be of interest. Separate numbers by a semicolon (;). Examples are 1266; #4175; M638/1; MUNI/01; Site 7; in cop

Notes

Transcriber Notes

The transcriber may write notes of use to the validator. Read these.

Validator Notes

Use the **Validator Notes** field for any comments that you wish to communicate to the next step of the validation process. Be brief.

Mark as Valid



Once the task has been validated click on the **Mark as Valid** button. If the task has been looked at and something needs to be checked, the **Mark as Invalid** button is used to log that the record has been looked at and another person needs to review it. The **Skip** button can be used if for some reason the validator cannot validate the task. The validator is the last person to look at these labels as an individual task. The next step involves working with the data as a whole set.

Help is at hand

If you have any further questions or concerns please either post a message on the forum or email the expedition manager.

Three important things for a validator

Dates are correct

Information is in its correct field: empty fields are supposed to be empty, the collector field has the collector, and location fields have the location.

If you need someone else to look at the task, write a brief note in Validator Notes

Appendix – Historical country names

This is a limited list of commonly encountered names. Please add your own names as required. Wikipedia (http://en.wikipedia.org/wiki/List_of_alternative_country_names) can help.

Where a label uses an historical name, that name should appear in the **Transcribe all Text** field, and the modern country name should be written in the **Country** field.

Historical country name	Modern country name	Comment
British New Guinea	Papua New Guinea	
New Guinea	Papua New Guinea	
German New Guinea	Papua New Guinea	
TPNG	Papua New Guinea	
Territory of Papua New Guinea	Papua New Guinea	
Papua (SE New Guinea)	Papua New Guinea	
Deutsch New Guinea	Papua New Guinea	
Dutch New Guinea	Indonesia	Province is Papua
Irian Jaya	Indonesia	Province is Papua
West New Guinea	Indonesia	Province is Papua
West Papua	Indonesia	Province is Papua or West Papua
New Hebrides	Vanuatu	
Republic of South Africa	South Africa	for expediency
R.S.A.	South Africa	
British East Africa	Kenya	
German East Africa	Tanzania	with Burundi and Rwanda
Deutsch-Ostafrika	Tanzania	with Burundi and Rwanda
D. O. A.	Tanzania	with Burundi and Rwanda