# Crayfish Label Transcription Tutorial

Thank you for helping us transcribe specimen labels from our Wisconsin natural history collections! Our crayfish specimens will have a variety of labels. Some specimens will have very little information to transcribe, whereas others will appear to have a lot of information, some of which is duplicated on two or more labels. This guide will help you identify our eight types of labels and their information.

## Recognizing types of crayfish labels

Each specimen or lot of specimens will have at least three labels—a "main" data label, a barcode label, and a scale. Most will have more. The labels will vary in size and format depending on their content and the collector's style for labeling. The main data label will be described in more detail later. Some lots with catalog numbers may have a drop tag label that usually includes the catalog number, and may include the species, location, and/or sex. They may also have an original Milwaukee Public Museum main label, which may be un-readable because of age.

Below are four types of labels that may correspond to information you see on the page, but do not contain information that needs to be transcribed. (The color of the label type corresponds to the outline of the label.)

- **Barcode**. All lots have a barcode starting with "INV." Verify that the barcode in the image matches the barcode of the record (located next to the "Catalog Number" in the image caption). If the barcode does not match, note it in the **Your Notes** field at the bottom of the page.

- **Species, Life Stage, & Sex.** This information has already been captured by our catalogers, and you do not need to transcribe it. The specimen may have been re-identified and the species name on the label may not match its current designation. The names on these labels are authors, not **Collectors** or **Identifiers**.

- **Catalog Number Labels.** The format and type of label may vary. Some are printed labels and others are drop tags with a number. The printed labels will typically have the catalog prefix "CR" – handwritten labels may not have this information. Not all lots will have these labels; most will have "INV" prefixed catalog numbers.

- **Photograph Labels.** These are scale and image labels. All images should have a scale for reference. Some photographs will have "Image 1 of #" labels. You do not need to transcribe this information.
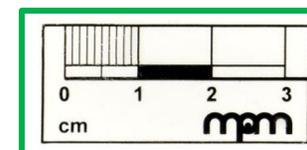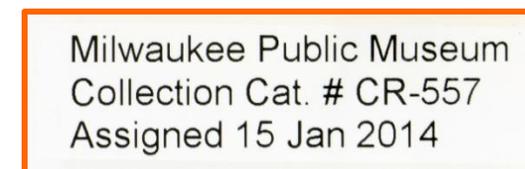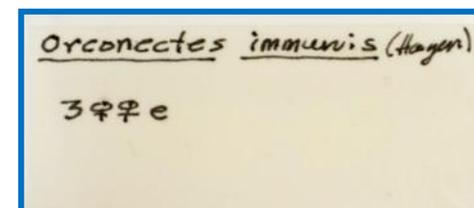
In the examples below you will see the labels you *do not* need to transcribe outlined in color. The heavy black outline indicates the labels with information we *do* need transcribed.
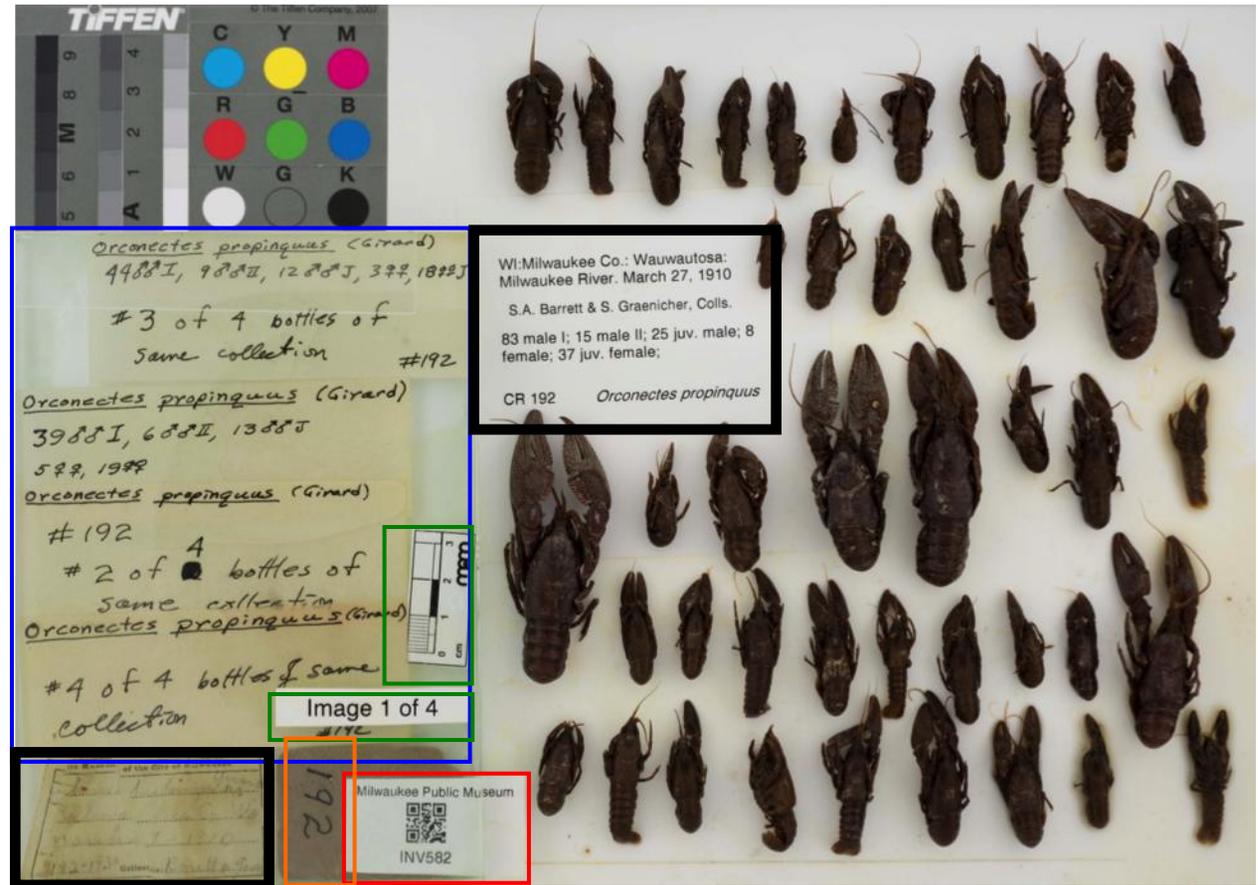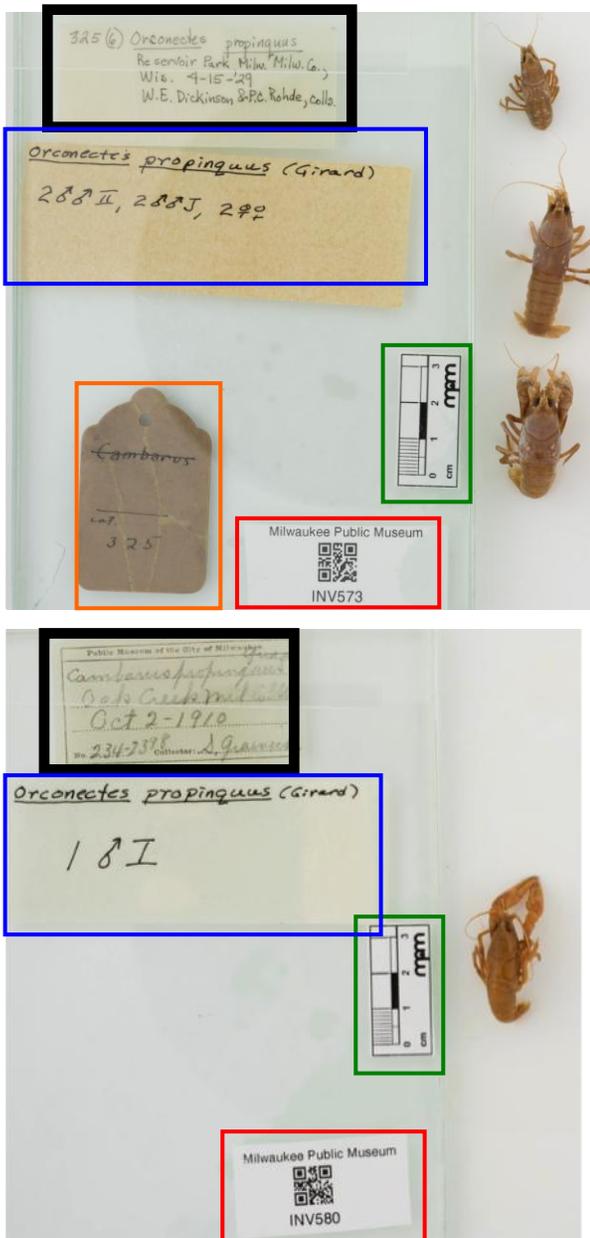
You will record information about the following four types of labels:

- **Main Data Label**: This label contains a variety of information, usually including collectors, dates, where the specimens were collected, etc. Some of the information will be duplicated on other labels. You should always transcribe the most complete one.

- **Code Label**: Code labels are Wisconsin Department of Natural Resources shorthand for ecological data at the collection site. There is variation in how this information is presented. We simply need to know if data of this nature is present, whether it is included on a main label or on a separate label. This information is indicated on the labels to the right. In cases where there is additional information that can be transcribed, you should transcribe that information.

- **Check Mark Label**: Check mark labels are exactly that; a slip of paper with a check mark. We only need to know if a check mark label is present.

- **Corrected Labels**: Some labels contain corrected information, and will have a note saying "Corrected Data" or "Corrected." You should transcribe the information on this label. Occasionally you will see "Verified" on a label. This is not a corrected label—it means that the information has been confirmed as correct.

Transcribing Label Data

The label information that needs to be transcribed is organized into three columns of fields on the transcription template.   If there is information that does not fit in any of the fields, it will go in the **1. Collection Notes** column in the form (more on this later).

When you start the expedition, there will be a photo of the crayfish specimen or specimens and all the labels from their container. You can use the +/- and arrow buttons in the bottom left of the image to magnify and navigate around the picture to get the labels an appropriate size for reading.

If you have a question about a particular field, select the ⓘ button to see notes about that field.

You will begin in the center column, **2. Collection Location**.

Given the variation in the label styles, information will not be available for all the fields. As mentioned, some labels will be marked "Verified," "Corrected," or "Correct." If a label is verified, transcribe the data as normal. If a label notes "Corrected," use the amended information on that label, even if it conflicts with another label. Most labels will not have either "Corrected" or "Verified." If there is no information for a field, leave it blank.

Collection Date (From)/(To): Place the collection date from the label in the top fields. If an end date is specified, add it to the lower fields. The date will be formatted in month/day/year on the label. Enter the date as Year/MM/DD. If there is no day written on the label, leave the day field blank.

County: There are 72 counties in Wisconsin; there is a drop menu to select the county. On some labels there will be a Wisconsin Department of Natural Resources county number. The drop menu will have this number next to each county name. There is usually a "Co." before or under the county number, but on some labels (such as Label b), the code is listed in a format consistent with the other DNR labels and is the last number on the top line. The sample labels indicate the specimens are from:

a. Green Co. (23)
b. Iowa Co. (25)
c. Iowa Co. (25)

Municipality: Towns and cities are infrequently listed and may be abbreviated on the labels, such as "Milw" for "Milwaukee."

Water Body & Precise Location: These fields are for the body of water and/or the location where a specimen was collected. We are using GNIS as our reference for place names for this project (http://geonames.usgs.gov/domestic/index.html).
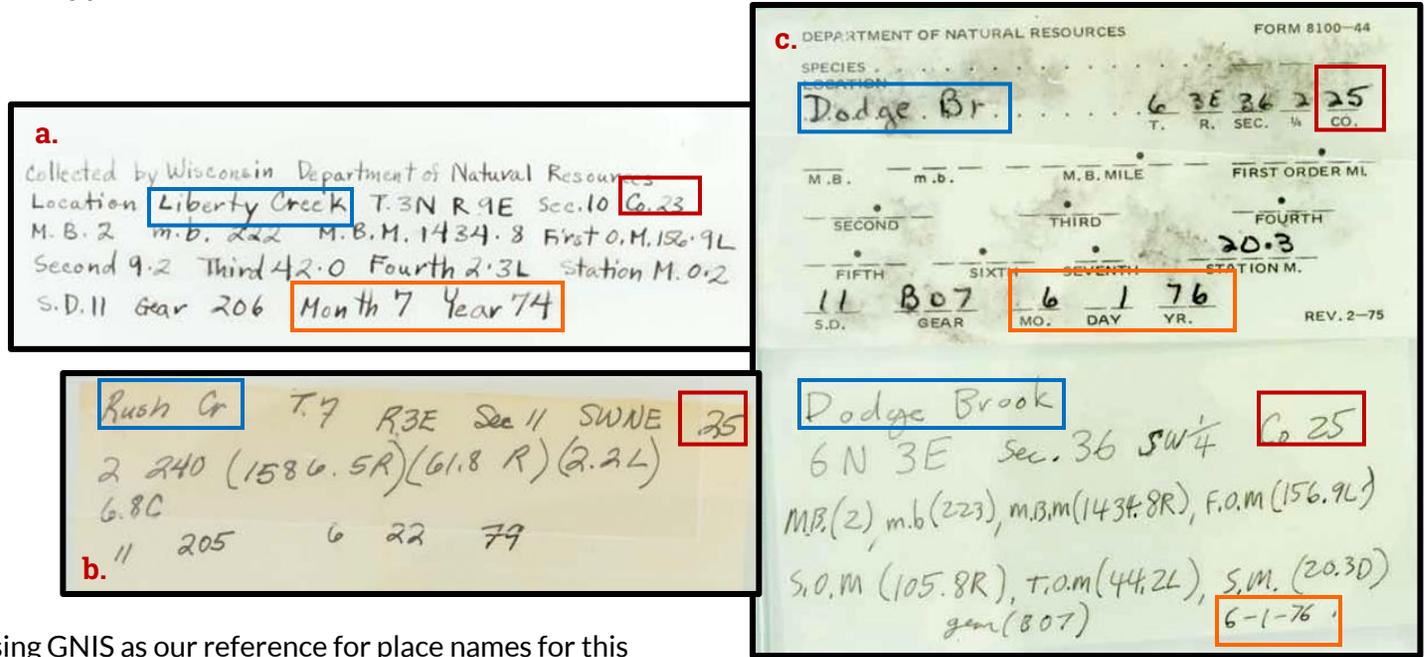
Here are some rules of the road:

- If the specimen was collected from a creek, lake, tributary, etc, but no name is given, it is entered into the **Water Body** field as "unnamed" creek, lake, tributary, etc, for example "unnamed creek."
- Water bodies with two given names on the label: The one listed in GNIS goes first; the second name goes next in parenthesis like so: Sandfly Creek (Soulfly Creek)

Water bodies are generally not repeated in **Precise Location**, so in the example below, the label is parsed as follows:

Is it a **Water body** or a **Precise Location**?

- Branches, etc: If the branch name of the river is in GNIS, the full name goes in the **Water Body** field; if the branch name is not listed as a separate locality in GNIS, the river name goes in W**ater Body** and the branch goes in the **Precise Location** field. For instance: "East Branch Root River" does exist in GNIS, so it goes in **Water Body**, but "North Fork Platte River" is not in GNIS, so "Platte River" is the **Water Body** and "north fork" is the **Precise Location**.

There are some cases where the name of a site or station includes the proper name of a water body. These are the only cases where a water body is repeated as a precise location. For example, if you see "Mississippi River Sta. 12," you would add "Mississippi River" to the Water Body field and "Mississippi River Station #12" to **Precise Location**.

Words like mile, station, east, west, etc are always spelled out. See the table of abbreviations at the end of this document for more information.

Highways and county roads in Wisconsin can be either alpha or numeric, such as Hwy 12, Highway D, or Hwy AA. You will have to use context clues to determine whether letters are referring to ordinal directions or road names. For instance, "on E, 2.2 mi W of jct. of E& F" would be transcribed as "On Highway E, 2.2 miles west of junction of Highway E and Highway F" You should capitalize the first letter of the phrase and end with a period. As in the example above, you may correct "mile" to "miles" if it is more appropriate for the context.

If the crayfish was collected in a water body near an island, the water body name would be entered in **Water Body**, and the island would go in **Precise Location**. Most crayfish were collected from a body of water, but if the specimen was collected on an island, transcribe that information in **1. Collection Notes**.

Township/Range/Section/Section Quarters: These numbers are listed in order, and may not always include the section quarter. Township and range usually have a number and a letter (N, S, E, or W), some labels have no ordinal direction for township and range. Section is usually just a number, and Section quarters can contain letters and numbers. The fields are free text, and the numbers and letters should be entered with no spaces between parts. The abbreviations on the labels can be seen in the table to the right.

Township	T
Range	R
Section	Sec.
Section quarter	If present, this is the fourth coordinate and is considered a part of the Section information.

Collected by Wisconsin Department of Natural Resources
Location Liberty Creek T.3N R 9E Sec.10 Co. 23
M. B. 2   m.b. 222   M.B.M. 1434.8 First O.M. 156.9L
Second 9.2 Third 42.0 Fourth 2.3L   Station M.0.2
S.D. 11 Gear 206 Month 7 Year 74

Township	3N
Range	9E
Section	10
Section Quarters	

Rush Cr   T.7   R.3E   Sec 11   SWNE   25
2 240 (1586. 5R)(61.8 R)(2.3L)
6.8C
11   205   6   22   79

Township	7
Range	3E
Section	11
Section Quarters	SWNE

Iowa Co., WI   April 4, 1991
T 6N R 5E Sec. 24   SE¼ of NW¼
Found fresh dead in sedge meadow / wet prairie
habitat (degraded by heavey grazing) along a
fast moving upper tributary of Williams Creek.

Rich Henderson

Township	6N
Range	5E
Section	24
Section Quarters	SE1/4NW1/4

Now you will continue to column **3. Miscellaneous**. These fields can be left blank if this information is not available.

Other Number: On the main label there will occasionally be field numbers, appearing as "##-####-#" or "#-####-#." These numbers were used frequently by collectors Jass, Hobbs, and Becker.

Identified By: These names are also written as "Determined by" or "Det." on the labels. The field will suggest names when you begin typing the last name. Select the appropriate name. If you come across someone not on the list, the name should be entered "First Name Middle Initial. Last Name" Ex: "Joan P. Jass."

Date Identified: This only happens on a single day. Only enter data in the "From" fields (top row). Dates will be listed on the labels as month-day-year.

Collector(s): Frequently indicated by "Coll." before a name. The fields will suggest names when you begin typing the last name. If you come across someone not on the list, the name should be entered "First Name Middle Initial. Last Name" Collectors will also include "Museum Expedition," "DNR," and "Fish Distribution Study"—both of the latter should be entered as "Wisconsin Department of Natural Resources." There are multiple rows available in this field; enter one name per field.

Habitat: Rarely, specimens will have narrative data about what their habitat is like. Habitat is the descriptive information about the environment where the crayfish lived. It includes: flooded field, wet sedge meadow. You should not include any information about the specimen itself in this field; enter those details in **Collection Notes**. Please transcribe the information verbatim.

Collection Notes (Column 1):

This field is for narrative label information about the specimen , how it was collected, and any description of its behaviors or dwelling, as well as additional information not included in other fields. This includes field notes such as: "exuvia" (shed skin), "raccoon kill," "flooded burrow," "dug from burrow," or "captured in dip net with two others." If the crayfish was collected on an island, or if there is information on the time of day the specimen was collected, transcribe it in this field. You should exclude life stage, sex, specimen counts, barcodes and catalog numbers, DNR code information, and taxon information as that has already been transcribed, as well as any information transcribed in other fields. However, if you are unsure whether information should be included, add it to this field. All information for Collection Notes should be transcribed verbatim.
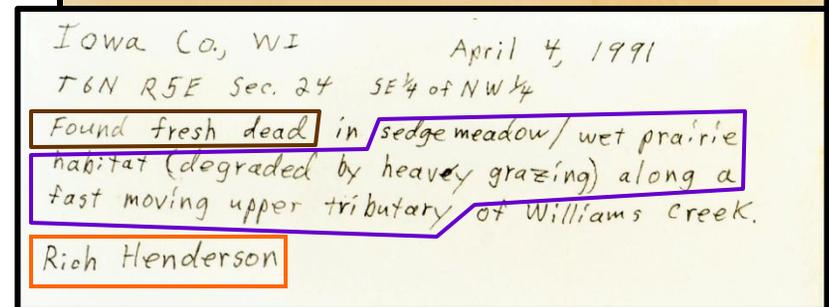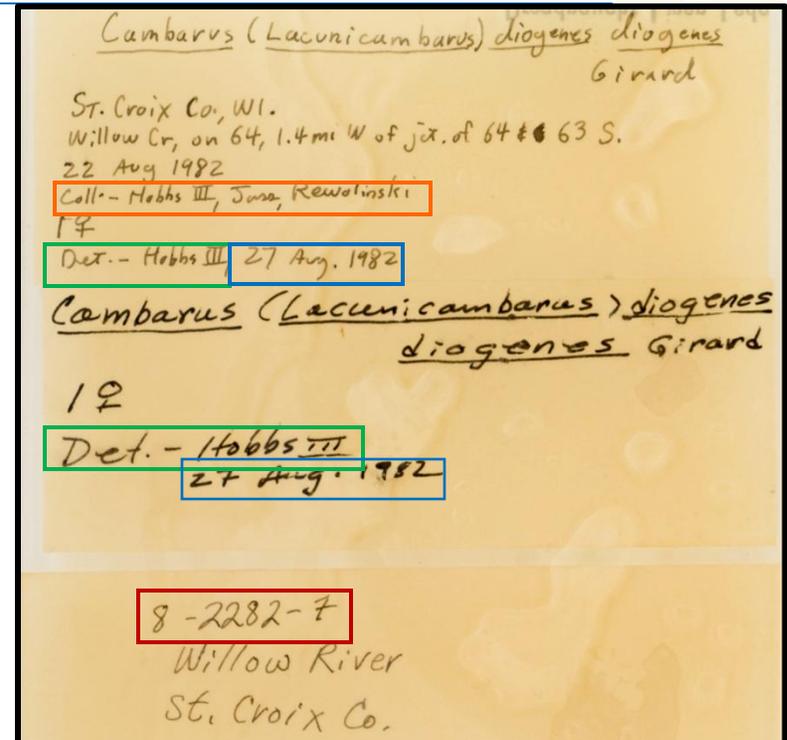
The final three fields ask about the labels you can see.

Is there a code label?:

If the information is present among the labels, select "Yes." If there is not, leave the field blank. This information will be translated and transcribed later and does not need to be added to the **Collection Notes** field.
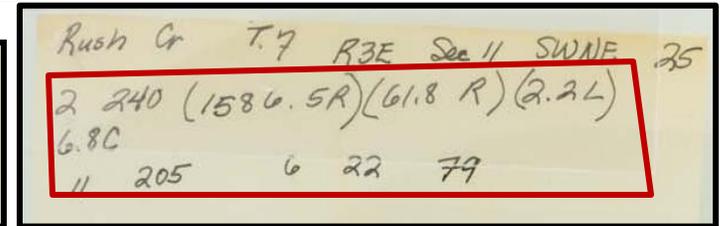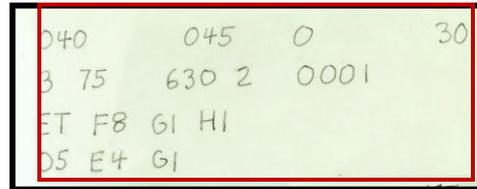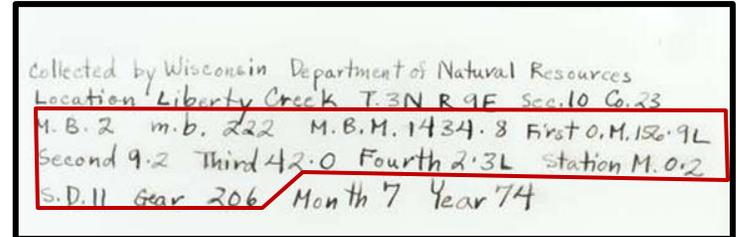
Is there a check mark label?: If one is present among the labels, select "Yes." If there is no check mark label, leave the field blank.

Label has corrections: If you have been transcribing information from a corrected label (which will have "Corrected Data," "Corrected," or "Correct" written on it), select "Yes." If there are no corrections, or if it says "Verified," leave the field blank.
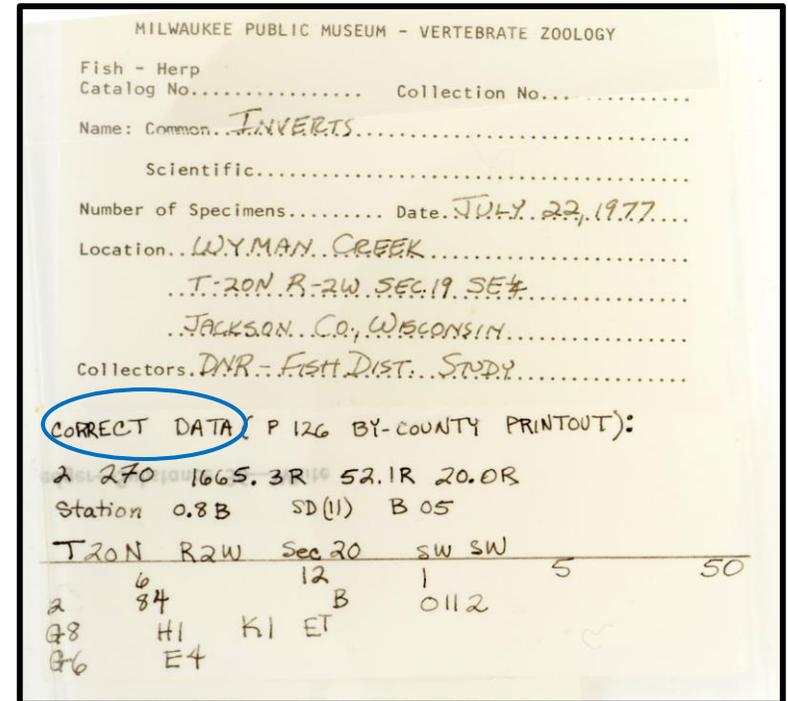
In the final section, **4. Notes**, you may enter any information that will assist with validating your task. You should also note here if there is illegible handwriting, conflicting information, etc. If there is no additional information, you may leave this field blank.
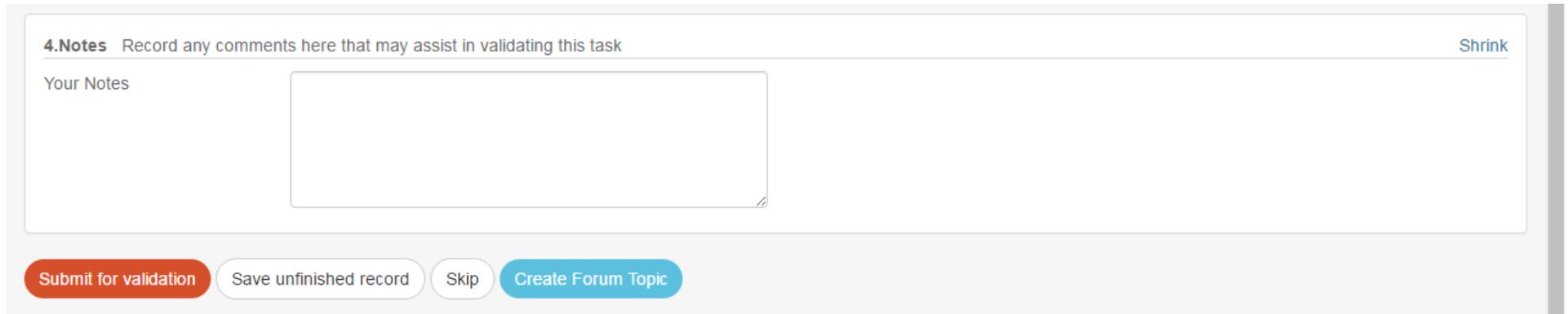
Once you have completed your transcriptions, click the **Submit for validation** button. You will then move on to the next set of labels to transcribe. If you need to stop transcribing before you've finished a label, click the **Save unfinished record** button to save your work. You may return to it at a later time. **Skip** will allow you to move on to another label. Use **Create Forum Topic** to ask any questions you may have about a label or type of information.

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

Abbreviation	Enter as	Comments
≈	approximately	
≃	approximately	
Br.	brook	Double check name in GNIS (see also branch). Lowercase unless part of a proper name.
Br.	branch	Double check name in GNIS (see also brook). Lowercase unless part of a proper name.
Co.	county	Lowercase unless part of a proper name.
Co. Rte	county route	Lowercase unless part of a proper name.
Cty Trnk	county trunk	A kind of highway- usually followed by a letter. Lowercase unless part of a proper name.
Cr.	creek	Lowercase unless part of a proper name
DNR or Fish Dist. Study/Survey	Wisconsin Department of Natural Resources	Enter "Wisconsin Department of Natural Resources" in the **Collector** field.
E, N, S, W	east, south, north , west	Lower case unless part of a proper name (south of Milwaukee vs. South Milwaukee)
ENE	east northeast	Applies to all compass points.
Expidt.	Museum Expedition	Enter "Museum Expedition" in the **Collector** field.
Hwy	highway	Lowercase unless part of a proper name.
jct.	junction	Lowercase unless part of a proper name.
Kaminski and crew	Kaminski	Enter "Kaminski" in the **Collector** field.
L.	lake	Lowercase unless part of a proper name.
mi	miles	
Milw.	Milwaukee	
R.	river	Lowercase unless part of a proper name.
Rd.	road	Lowercase unless part of a proper name.
st.	street	Lowercase unless part of a proper name.
St. Route or St. Rte	state route	Lowercase unless part of a proper name.
twp	township	Lowercase unless part of a proper name.