

## Transcribing Tasks

### Image navigation



Check that the Catalogue Number alongside the image matches the number that appears on the registration label in the image. If the numbers are different please post a message in the forum.

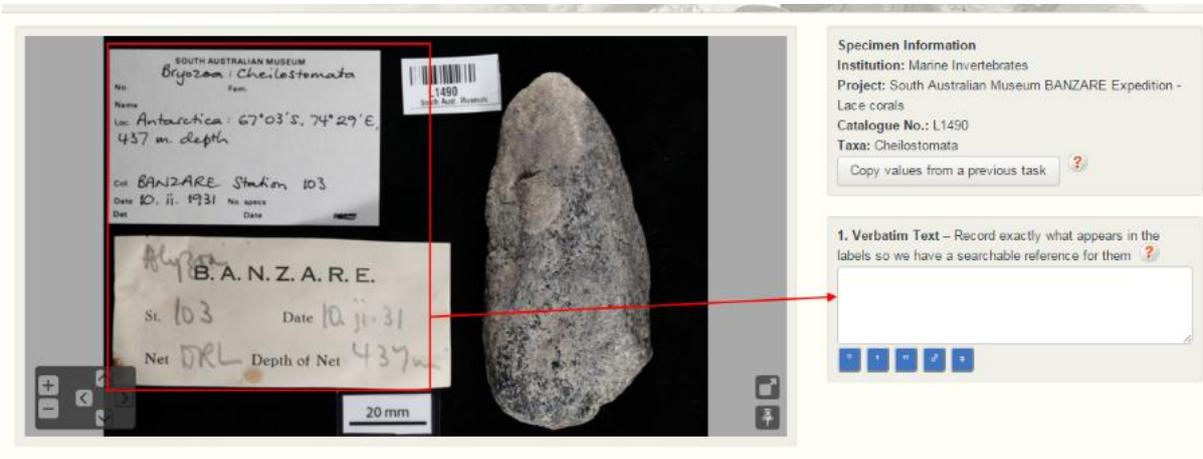
At the bottom left of the image the + and - will zoom in and out of the image and the arrows will pan up, down, left and right. Your mouse may also be used to zoom and move the image around.

The  tool in the bottom right will open the image in a separate window. **This can be a very useful as it means that you can continue to see the picture as you scroll down the page rather than scrolling back and forward.**

The  tool pins the image to the top of the current page.

If the picture is sideways or upside down, click this tool  to open it in a separate window, and then you can use this tool  to rotate the picture.

### Verbatim Text



In the **Verbatim Text** field, transcribe everything that appears on all labels, **except** the scale bar (the label marked with 10mm or 20mm).

**NOTE:** Many South Australian Museum marine invertebrates labels have 'B9826' in the bottom right corner – *Do not* transcribe that number, it isn't necessary.

Where a label has symbols, such as for the latitude and longitude (e.g. 35°31'15"S, 138°41'18"E) use the buttons underneath the transcription box to insert the symbols.

If words or letters are illegible use a question mark (?). Add any comments that might be helpful in the 'Your Notes' field at the foot of the page.

### **Collection event**

The collection event fields are where we record the information about where the specimen was collected and who collected it. The quality of this information varies across this collection, some specimens will have a lot of locality information, while some will have none. This means that sometimes you will fill all of the fields in this section, and sometimes you won't fill any.

**Verbatim Locality** – enter the locality as it appears on the label (e.g. Kangaroo Is. Snug Cove, W. Side). Don't include the country or State/Province or the coordinates in this field, you will insert them in the following fields.

**State/Province** – enter the state that the specimen was collected. Type the state or territory in full, as you start typing the box will start to autocomplete.

**Country** - enter the country that the specimen was collected

**Collector** – enter the name of the collector as it appears on the label. There might be more than one collector, if so, use each box provided for an individual name. If there are more than four names, please explain this and put the information in the **Your notes** box at the bottom of the page.

**Expedition name** – many marine invertebrates specimens were collected on named expeditions, such as the BANZARE expedition or the Discovery Expedition. If an expedition name appears on the labels, please enter it here. If there is a collection name (e.g. 'Verco Collection") you can also enter that here.

**Station Number/Name** – specimens are sometimes collected at documented stations – these are sites that have further information in the expedition records, including habitat, conditions and depths. If the label includes something like 'Stn 144' or 'Terra Nova Station DL1044' enter that information here.

**Date collected** - enter the date that the specimen was collected in the form YYYY-MM-DD. If only the year is mentioned, please enter it as YYYY, if a year and month are provided, please enter it as YYYY-MM. If a period of time is mentioned, please enter it as YYYY-MM-DD/ YYYY-MM-DD (e.g. example 14 to 16 April 2012 would appear as 2012-04-14/2012-04-16).

**Time collected** – if the information about the time it was collected was included on the labels, please enter it here in the form HH:MMam or HH:MMpm (e.g. 08.00pm, 10.00am etc).

**Verbatim latitude & Verbatim longitude** – enter the latitude and longitude as they appear on the label, but **do not enter the symbols between the numbers. Leave a space between parts of the coordinate, instead of entering the ° ‘ or “**. Don't forget to put the S or E after the numbers.

For example, if these coordinates appear on the label as 35°31'15"S, 138°41'18"E, please enter 35 31 15 S, 138 41 18 E. Or if the coordinates are 33°40"S, 132°47"E, enter 33 40 S 132 47 E Leave blank if no coordinates provided.

**Depth (from) and Depth (to), Measurement Unit** – enter the depth as it appears on the label. Put the numbers in the 'from' and 'to' box and select feet, metres or fathoms from the measurement unit box.

### ***Interpreted location***

**If verbatim coordinates are provided, don't use the mapping tool to find decimal coordinates, we'll just use the coordinates that are on the label.**

If the label only has a text description of the locality and no coordinates, the mapping tool in this section will help you find decimal coordinates and the coordinate uncertainty.

If you click on the button marked **Use mapping tool** the search box will be automatically filled with any information in the locality and coordinates field from the previous section. Use the information in the verbatim locality to move the point to the correct spot, and choose an appropriate coordinate uncertainty from the list. When you are happy, click **Copy values to main form** and the fields will be filled.

### ***Miscellaneous***

This is varied information about the specimen, you might find all of this information on some specimens, and on for some specimens none of this information will be available. You might not fill all fields in this section.

**Collection method** – Enter any information about how the specimen was collected. Examples include trawl, hand collected, benthic sled, beam trawl, demersal trawl etc.

**Field/ Other Numbers** – Please enter any other number that appears on the labels apart from the catalogue number. This can include numbers starting with TK, or unexplained numbers. If there is more than one number, please separate them with commas. Do not enter Photoindex numbers or Station numbers here, they have their own fields.

**Habitat** – enter any information from the labels about the habitat in which this specimen was found. This could include information like 'under rock' or 'on reef' etc.

**Photoindex Number** – Some specimens have a Photoindex number. This indicates that there is a photo of the animal available when it was alive. It is often highlighted in green and in the format PK0087.

**Live observation** – enter any observations about the specimen while it was alive in the field. This often includes its colour/s and behaviour, e.g. 'oral surface bright orange, tube feet paler orange'.

**Boat details** – enter the boat details, if they are available. Examples include ‘FV Longra III’, ‘One and All’, ‘MRV Ngerin’ etc. Tip: The boat name is often underlined on the label.

**Donor** – Some marine invertebrate specimens have been donated to the museum, and the donor is often recorded as ‘Don.’ or ‘Presented by’. Examples include ‘Don. AJ Dartnall’ or ‘Presented by A. Zeitz’.

### **Identification**

**Scientific name** – The field **Scientific name (newest)** will probably be pre-filled. Please check this matches the name on the labels. If there are other scientific names, you can often tell which is older or newer, based on the form of the label, dates of identification or other information. Please put the oldest scientific name in the field marked (oldest) and the newest scientific name in the field marked (newest).

Taxonomically animals are given a two word name (binomial) – this is made up of the genus and species (e.g. *Pentagonaster duebeni*). Most of these specimens will have this kind of name, which is often underlined on their labels. These species are organised into families, orders, classes and phyla, as shown in the example hierarchy shown below:

Phylum: Echinodermata

Class: Anthozoa

Order: Scleractinia

Family: Caryophylliidae

Genus and species: *Desmophyllum cristagalli*

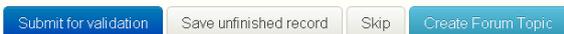
Sometimes specimens are only identified to the family or genus level. In those instances only enter the name that is lowest in the hierarchy described above. This might be the family, or it might be the Genus.

**Determined/Identified by** – Please enter the name of the person who identified the specimen as it appears on the label.

**Date identified** – if it is available, enter the date that the specimen was identified in the form YYYY-MM-DD. If only the year is mentioned, please enter it as YYYY, if a year and month are provided, please enter it as YYYY-MM.

**Your notes** - The Notes section is for you to record any comments that may assist the person who will be validating the transcription of the labels. This Notes section is for anything related to the task. The forum may also be used for questions and comments that you would like an answer to. If you have a question, you will be more likely to get a prompt answer if you use the forum.

## Finishing or saving a task



**Submit for validation:** The transcription of the label is finished and can be validated. In some browsers, the keyboard shortcut Ctrl+Shift+S can also be used to submit.

**Save unfinished record:** If transcription of the labels is not complete you can save it to be completed at a later date. This saved unfinished record will be returned to the pool of incomplete tasks if left for a period of time. All saved tasks can be accessed through the 'My Stats' page.

**Skip:** This may be used if the transcriber finds the labels too difficult to transcribe.

**Warning!** There may be some problems with the fields indicated. If you are confident that the data entered accurately reflects the image, then you may continue to submit the record, otherwise please cancel the submission and correct the marked fields.



If a warning appears when trying to submit the task, check all fields are correct and click on 'It's ok, submit for validation anyway'. If any of the fields are incorrect, 'Cancel submission, and let me fix the marked fields' and proceed to fix any errors before submitting again.

### Transcription Saved

Thank you - your transcription was saved at 3:32:00 AM UTC on 18 Decemb

- [Return to the saved task](#)
- [Transcribe another task](#)
- [Return to project start page](#)
- [View My Stats](#)

After a task has been submitted for validation or saved the above options will appear. The 'Return to the saved task' option will take you back to the task you just saved. 'Transcribe another task' will take you to a new task. 'Return to project start page' option will take you to the expedition's front page. 'View My Stats' will take you to your personal statistics page which includes Transcribed Tasks, Saved Tasks, Validated Tasks and Forum messages.

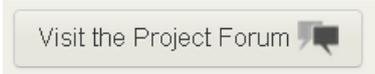
## Help

If you get stuck, don't worry, use the forum to discuss your question with a moderator or other volunteers or you can email [bvp@austmus.gov.au](mailto:bvp@austmus.gov.au).

## Project Forum

The forum is a place where you can ask questions and share ideas and views with other volunteers. Each expedition has a project forum to help you with any difficulties that you encounter as you transcribe specimen labels. You can get to the forum by clicking on this button on the expedition's

front page:



If you would like to receive emails of all messages posted on the forum for a particular project you are working on, you can tick the box as shown above. This will help you keep up to date with any questions or comments relating to the specific project.