

## AUSTRALIAN MUSEUM TUTORIAL - SUPPLEMENT FOR MALACOLOGY SPECIMEN LABELS.

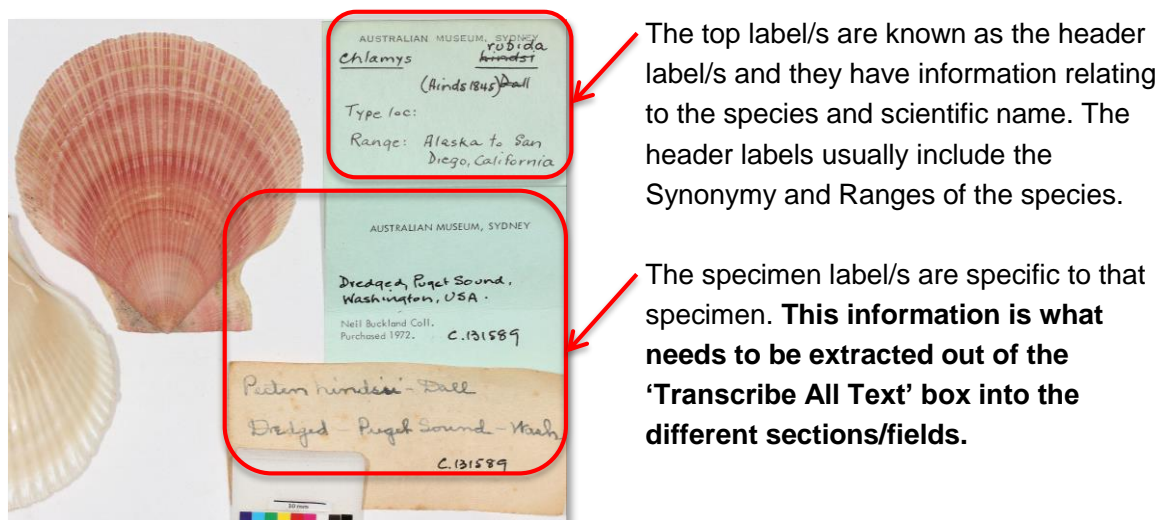
This information relates to the transcription of the Malacology specimen labels. It is to be used as a supplement to the [Specimen Label Tutorial](#).

See [Completed Specimen Labels](#) for some examples of completed Malacology label transcriptions.

### Transcribe All Text

Transcribe exactly what is written in the labels into the [Transcribe All Text](#) box.

Note: Any duplicated information on the labels **does not** need to be duplicated in the [Transcribe All Text](#) box. Only transcribe this information once into this box. If the words 'Australian Museum' and '10mm' appear in the labels they may be omitted.



### Collection Location

The location should be interpreted from the label. Where latitude and longitude appear on the label, copy the values from the label into the relevant field. If the latitude and longitude do not appear on the labels use the mapping tool. See the [Specimen Label Tutorial](#) for more information.

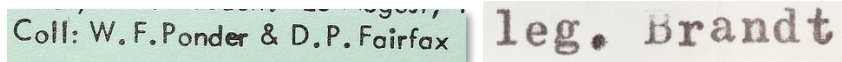
## Miscellaneous

Enter each collector in a separate field. Collector initials are separated by a full stop, then a space before the surname. See example below:

Examples:



The image shows a screenshot of a web form. On the left, the word 'Collector' is written in a small font. To its right are two stacked text input fields. The top field contains the text 'W.F. Ponder' and has a small red question mark icon to its right. The bottom field contains the text 'D.P. Fairfax'.



The image shows two examples of text in a typewriter-style font. The first example is 'Coll: W.F.Ponder & D.P. Fairfax' and the second is 'leg. Brandt'. Both are enclosed in light-colored rectangular boxes.

Note:

- Information such as Habitat, Boat Details and Collection including a collector's private collection, Pres., Exch, Purchased do not need to be recorded in their own separate fields.
- Scientific names and authors are also captured in the *Transcribe All Text* box and do not need to be recorded in their own fields.
- Not all fields will be needed to complete a transcription and therefore some fields will be left blank when the task is submitted for validation.