

## Tutorial – Specimens from the New Zealand Arthropod Collection (Slides)

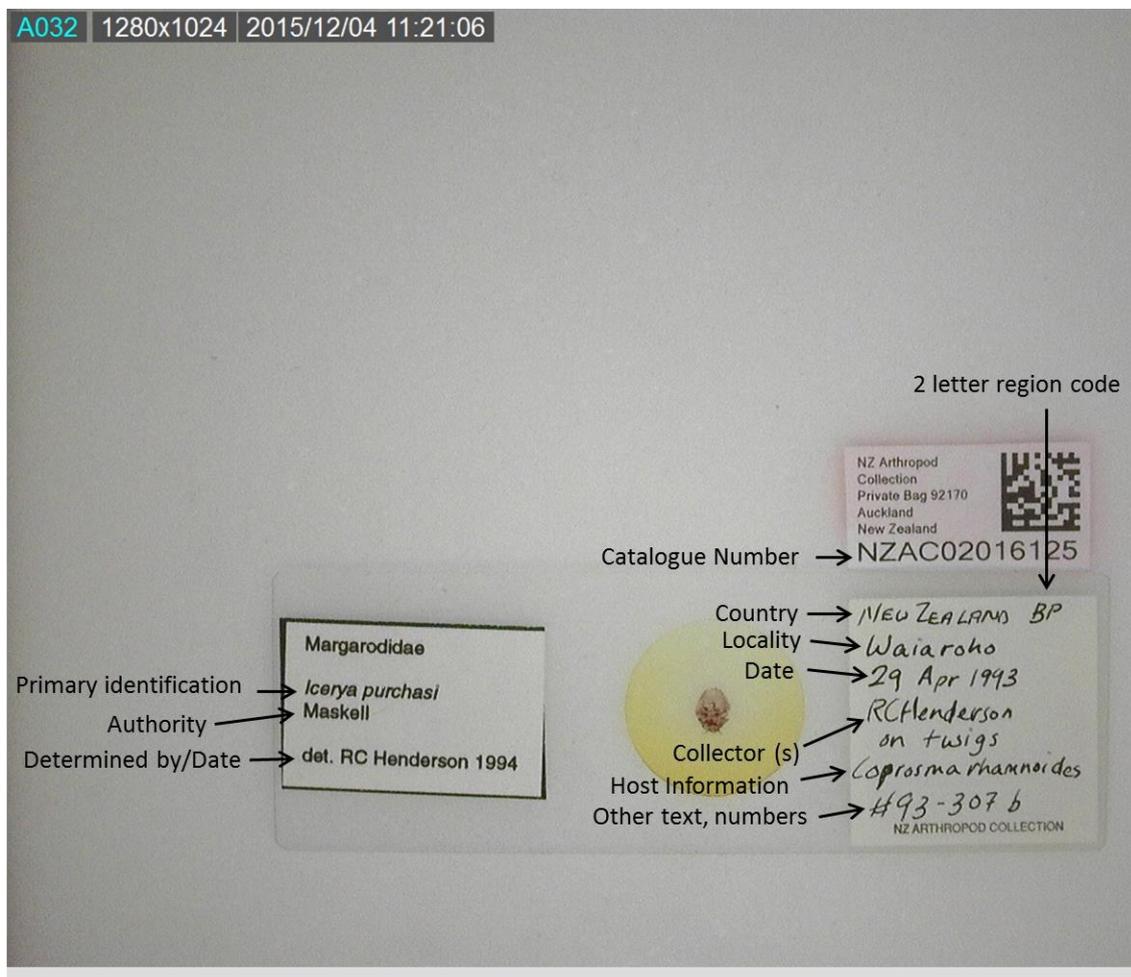
Thank you for taking the time to help us transcribe specimen labels for the NZAC!

**Our aim** is to record information about collection events (where, when, by whom), subsequent taxonomic identifications, and any associated remarks (habitat, sampling method, host, sample numbers etc.).

The quality of this information varies across this collection; some specimens will have lots of information, while others will not. This means that sometimes you will fill all of the fields, and sometimes you won't fill in many.

**Overall, we wish that specimen labels are translated "word for word", i.e. "verbatim".**

The diagrams below provide a general guide to what information goes into what fields in the template.



## Fields

- use the “TAB” key to shift between fields, moving left to right.
- if text is unreadable please use [?]

### Collection events

#### **NZAC database number**

This will take the form of “NZAC” and then followed by 8 numbers, often starting “04...”. This is a unique identification number.

#### **Country**

The vast majority of specimens will come from New Zealand, but not always. A two-letter “NZ” refers to New Zealand. “AUST” refers to Australia. If the country is not recorded, please leave it blank.

If the specimen is from a group of islands (e.g. Cook Islands) you do not need to enter this information. Only enter the name of the island in the ‘country’ field (e.g. Rarotonga).

#### **2 Letter Region code**

Two letter codes are used to help sort and curate specimens into different regions throughout New Zealand. They are always a 2 letter code. “NZ” is not a region code, but refers to the country “New Zealand”

Common codes are “NN” (Nelson region) and “AK” (Auckland).

North Island: ND, AK, CL, BP, WO, HB, GB, TO, TK, RI, WI, WA, WN

South Island: NN, BR, SD, MB, KA, NC, MC, SC, WD, FD, MK, CO, OL, DN, SL

Offshore Islands: KE, TH, SI, SN, BO, AN, AU, CH, CA.

More information can be found within: “Crosby et al. 1998 - Area codes for recording specimen localities in the New Zealand subregion”

[<http://www.tandfonline.com/doi/citedby/10.1080/03014223.1998.9518148>]

#### **Location(s)**

Please enter all localities and abbreviations as they appear on the label, i.e. verbatim

#### **Date collected**

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

#### **Collector**

Enter the name of the collector (or collectors) as they appear on the label. E.g. “E.W. Valentine”, or, “E.W. Valentine & J.S. Noyes”

#### **Latitude & longitude**

Enter the latitude and longitude verbatim if they appear on the label.

This information may be in the form of an “easting” (i.e. longitude) and “northing” (i.e. latitude) such as E2667300, N6481300.

If there are no coordinates, leave blank or use the mapping tool to determine coordinates.

**Elevation**

Enter as it appears on the label, e.g. 1300ft, 900-1050m

**Host information**

Enter any information from the labels regarding the host on which this specimen was found. This could include information like 'on leaves of citrus' or 'ex stem of *Exocarpos latifolius*' etc.

**Collection method**

Enter any information about how the specimen was collected. Examples include beating, sweeping, at light, Malaise trap etc.

**Slide preparation**

Enter any information regarding the preparation of the slide. This may include the method of preparation and who it was prepared by. Write this information verbatim.

**Other text, numbers**

Other text and numbers not recorded in the above fields. These data may refer to field notes, traps, vouchers, experiments, etc. This is varied information. You might find all of this information on some specimens, and nothing on other specimens. Write this information verbatim, separated by commas.

**Identification****Primary Identification (most recent)**

Enter the scientific name, and authority, from the most recent label. Enter as text. The authority is the name of the person who described the species, sometimes their name is in brackets / parentheses.

E.g. *Zecicindela giveni* (Brouerius van Nidek 1965)

**Other Identifications**

Sometimes there can be more than one scientific name, this is acceptable as some specimens have been re-identified. Please enter all other names in this field, with their authorities and determined by/date information. More than one name can be separated by a semi-colon (;).

E.g. *Cicindela* det C. v. Nidek; *Cic perhispida* Br giveni n.s.sp det C. v. Nidek

**Determined by/Date**

This is the person who identified the specimen. Usually preceded by the abbreviation "det" (determined by) or "des" (designated). Enter their name, followed by the Year (if given).

E.g. A. Larochelle 2012

**Sex**

Enter Male or Female if it is indicated somewhere on the labels. If it is recorded, it is usually shown with symbols: ♂ (male) ♀ (female). Please enter the word not the symbol.

Primary identification → Family Margarodidae  
Authority → *Icerya aegyptiaca*  
Determined by/Date → (Douglas), adult ♀  
Host information → Det. P.J. Gullan, 1996  
Locality → ex stem of *Exocarpos*  
Latitude & longitude → *latifolius*, AUST.  
Date → N.T., Gove Peninsula,  
Other text, numbers → 12°14'S, 136°51'E,  
→ Coll. Aug. 1996, D. Hinz  
→ Sample No. 12

Sex

NZ Arthropod  
Collection  
Private Bag 92170  
Auckland  
New Zealand  
NZAC02016232



Catalogue Number

Country

Collector (s)

Slide preparation → Acid fuchsin stain  
Mounted in Canada balsam  
in xylene. Slide prepared  
by P.J. Gullan 1996

