



EDIT-WP7 ATBI+M data guidelines for individual participation

In addition to the Terms of Reference

This document

This document is an addition to the Terms of Reference and provides a description of the format in which the data is required from the researchers.

More information is available on the EDIT-WP7 website, For further questions please contact the EDIT-WP7 staff.

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The data that is needed

The ultimate goal of your fieldwork is to contribute to the knowledge about biodiversity in the region, about the distributions of species, and about European taxonomy. Therefore, we need high quality, primary occurrence data, which will be compiled into a single ATBI+M database and will be freely accessible through on-line facilities such as the ATBI+M website (www.atbi.eu), websites of the Nature Reserves, and GBIF (www.gbif.net).

Primary occurrence data

Primary occurrence data consists of well-documented, geo-referenced records of individual organisms. A record can consist of:

- An observation (without any material collected);
- A voucher specimen (deposited at a publicly accessible collection);
- A photograph;
- A sound file;
- Any other form of record.

Geo-referenced

“Geo-referenced” means that each record is linked to a specific place, described with longitude-latitude, and altitude data.

Upon your return from the field, we expect you to provide information on the **localities**, **recording events** and **specimens’ identification** in three different tables. These tables are included in this document ‘*Excel_sheet_for_locality_and_event_entry.xls*’ can be downloaded here: http://www.atbi.eu/wp7/files/common/Excel_sheet_for_locality_and_event_entry.xls

Detailed explanations on how/what to fill in the data sheets for “Locality”, “Event” and “Taxonomy” are given in the same document mentioned above, but can also be found here (Tab. 1-3).

We define a locality as a unique combination of longitude, latitude and altitude. A locality can be a centre of a larger area (in case of which the radius around the longitude-latitude

measurement should be provided) or the initial point of a transect (in case of which the length and direction should be provided).

We define a recording event as a unique combination of date, time, recording method and recorder/collector. A recording event can have a start and end time.

Table 1: List with localities where species have been recorded

Locality data	Explanation	Example	Is it obligatory to provide this?
1. Locality code	A unique code for this locality.	MMB-008-05-2007	Yes
2. Country	The English name of the country of the locality.	France	Optional
3. ATBI site	The name of the ATBI site.	Mercantour/Alpi Marittime	Optional
4. Full locality name	The full description of the locality, indicating important nearby topographic landmarks from largescale (e.g., region's name) to smallscale (e.g., name of the road).	Gorge de Saorge, near Fontan along Road N204	Yes
5. Longitude	The longitude as given by the GPS or as recorded from a map <u>in decimal degrees</u>.	7,55000000	Yes
6. Latitude	The latitude as given by the GPS or as recorded from a map <u>in decimal degrees</u>.	44,00000000	Yes
7. Minimum altitude (meters above sea level)	The altitude as given by the GPS, as recorded from a map, or as recorded from an altimeter in <u>meters above sea level</u> for the lowest point of the locality (values can be negative).	700	Yes
8. Maximum altitude (meters above sea level)	The altitude as given by the GPS, as recorded from a map, or as recorded from an altimeter in <u>meters above sea level</u> for the highest point of the locality. If only one value is available, provide it in both fields (values can be negative).	800	Yes
9. Geographic datum	The geographic datum of the longitude/latitude record (e.g., WGS84).	WGS84	Yes
10. GPS accuracy (in meters)	The accuracy of the GPS device <u>in meters</u> .	5	Optional
11. Georeferencing remarks	The equipment used incl. brand names and/or source used to record the geo-reference (coordinates).	Garmin GPS 2 / Google Earth	Yes
12. Radius (in meters around the GPS record)	The radius <u>in meters</u> around the recorded geo-reference within which specimens have been observed/collected.	250	Yes
13. Image URL	If an image of the locality is available on internet, please provide the complete URL here. If more than one file is available, separate the	www.domain-abc.eu/image345.jpg	Optional

	URLs with semi-colons (";").		
14. Image name	The name of image files provided that illustrate the locality. If more than one file is made available, separate the names with semi-colons (";").	MMB-008-1.jpg; MMB-008-2.jpg; MMB-008-3.jpg	Optional
15. Image credit	The photographer, literature source, etc. where the image(s) came from. If more than one image is given, separate credits by semi-colons (";").	Merijn M. Bos 2007; Christoph Haeuser 2007; Klaus Riede 2007	Optional
16. Macrohabitat notes	Relevant remarks on the dominant habitat(s) of the locality. Detailed (microhabitat) remarks for individual specimens can be provided in the "taxonomy" table.	Lime stone ridge, humid, no vegetation apart from some bryophytes and lichens.	Optional
17. Locality remarks	Any other remarks that are relevant for this specific locality (e.g., waypoint, whether the georeference was a starting point of a transect of X meters in direction Y, etc.).	Waypoint 17	Optional
18. Date of record entry or last change	The date on which this locality record was entered or changed (dD.mM.YYYY)	14.06.2007	Yes

Table 2: List with recording events

Event data	Explanation	Example	Is it obligatory to provide this?
1. Locality code	The unique code for the locality as recorded in the "locality" table.	MMB-008-05-2007	Yes
2. Event code	A unique code for this event.	MMB2007-1-1	Yes
3. Recording Method	The recording method that was used in this event.	Malaise trap / sound recording	Yes
4. Exact starting date	dD.mM.YYYY HH:MM	10.7.07 14:00	Yes
5. Exact ending date	dD.mM.YYYY HH:MM, only if the recording/collecting took place over multiple days	15.7.07 18:00	Optional
6. Event start year	Only when exact date is not known: The year in which this event started	2007	Optional
7. Event start month	Only when exact date is not known: The month in which this event started	May	Optional
8. Event end year	Only when exact date is not known: The year in which this event ended	2007	Optional
9. Event end month	Only when exact date is not known: The month in which this event ended	May	Optional
10. Recorder/collector	The full name of the recorder/collector. If more than one person, separate names with a semi-colon (";")	Christoph Haeuser; Klaus Riede; Merijn M. Bos	Yes
11. Event Remarks	Remarks to this particular recording event.	The trap was emptied after 4 weeks exposure.	Optional

These entries serve as an abstract form of fieldwork report. If necessary, we can later on provide you with a tool to enter specimen identifications.

Within 6 months, we expect to receive a list with specimen identifications or other form of sample-sorting (e.g., numbers where scientific name is not yet known).

Table 3: List with specimens' identification

Taxonomy data	Explanation	Example	Is it obligatory to provide this?
1. Event code	The Event_code from the Events table	MMB2007-1-1	Yes
2. Record_ID	A unique identifier or code for this individual record or specimen (can be the same as "fieldnumber"). For example, a number from your own collection database.	12345-COL	Yes
3. Fieldnumber	The number given to this record or specimen in the field, which can differ from the Record_ID.		Optional
4. Record type	The type of record. (pre-defined format)	1. HumanObservation; 2. LiteratureRecord; 3. PreservedSpecimen	Yes
5. Medium	The storage medium of the specimen (mandatory only in case of collected specimens)	"Dried", "Alcohol", etc.	Yes
6. Record type remarks	In case of a literature record, provide here the full bibliographic reference of the publication.	Baldizzone 2004	Optional
7. Kingdom	Name of taxon	Animalia	Yes
8. Phylum	Name of taxon	Arthropoda	Yes
9. Class	Name of taxon	Insecta	Yes
10. Order	Name of taxon	Lepidoptera	Yes
11. Family	Name of taxon	Pyralidae	Yes
12. Subfamily	Name of taxon	Pyraustinae	Yes
13. Genus name	Name of taxon	Nomophila	Yes
14. Subgenus name	Name of taxon		Optional
15. Species	Name of taxon	noctuella	Yes
	n.b.: In case of an unresolved species pair or group, enter the species names in alphabetic order, separated with a slash	alpestris/oreina	
16. Species author name and year		(Linnaeus, 1758) or Linnaeus, 1758	Yes
17. Subspecies			Optional
18. Subspecies author name and year	The author and publication year of the species	(Linnaeus, 1758) or Linnaeus, 1758	Optional
19. Variety			Optional
20. Variety author name and year		(Linnaeus, 1758) or Linnaeus, 1758	Optional
21. Name identification qualifier	Qualification of the identification e.g. "cf.", "aff.", "agg.", "s. l.", "s. str." etc.	cf.	Optional
22. Determinator	The person that identified this specimen (in case of a literature-record, this can be the author of the publication).	Klaus Riede	Yes
23. Identification	Remarks on the taxonomic		Optional

remarks	identification.		
24. Identification source	Give here details about the voucher specimen, literature, or other sources of identification.		Optional
25. Lifestage		e.g., "Gametophyte", "Larva", "Nymph", "Imago", etc.	Optional
26. Sex	The sex of the individual specimen	Male; Female etc.	Optional
27. Attributes	Measurements of the identified specimen	"W:3mm, L:6mm"	Optional
28. Substrate	The substrate on which the specimen was found	"Humus-rich soil"	Optional
29. Symbiont	If relevant, the species with which this specimen lived in symbiosis with. For example the host of a parasite.	"Squirrel"	Optional
30. Number	Number of individuals observed or collected (only number, no text)	256	Yes
31. Microhabitat	Remarks in relation to the microhabitat (macrohabitat notes are provided in the locality table)	"Litter layer under large Quercus tree"	Optional
32. Deposit	The public institution where the specimen/record is deposited	State Museum of Natural History, Stuttgart	Yes
33. ImageURL	An URL where an image can be found of this specimen or record.	http://www.domain-abc.eu/specimen123.jpg	Optional
34. SoundURL	An URL where a soundfile can be found of this specimen or record.		Optional
35. Image-file name	The name of an imagefile (supply the file in a separate folder)	DSCN_3981.jpg	Optional
36. Image-file credit	The source of the image	Merijn M. Bos	Optional
37. Sound-file name	The name of an soundfile (supply the file in a separate folder)	soundX811_a.mp3	Optional
38. Sound-file credit	The source of the soundfile	Klaus Riede	Optional
39. Date created	The date on which this record was entered or changed (dD.mM.YYYY)	31.07.2007	Optional

The process of data-flow is still being developed. Please stay in contact with WP7 staff about relevant developments.

If you expect that your contribution to EDIT's ATBI+M initiatives will differ from the above, please mention that (and the reasons) in the 1-2 page "brief description of your role", which you hand in when acquiring EDIT funding (see "How to acquire EDIT funding").