

Oklahoma Vascular Plants Database

Data Entry Guidelines

Use this as a guide to the data entry.

Be sure that **ALL INFORMATION** on the label is entered somewhere on the data entry form.

Required fields are red on the data entry form. If the information for these fields is not found on the label, enter “unknown”. You will not be able to progress through the data entry form if you do not enter information in the required fields.

Do NOT put periods at the end of entries.

BARCODE: If entering specimens from the Bebb or OSU Herbaria, enter the entire barcode number of the specimen. See the herbarium manager or curator if the specimen is not barcoded.

HERBARIUM - REQUIRED FIELD: The name of the herbarium at which the specimen is housed. A drop down list of herbia is provided.

ACC NO - REQUIRED FIELD: The herbarium abbreviation and the accession number of the specimen (no space between). The accession number is usually associated with the herbarium logo. If the specimen does not have an accession number, do not enter the specimen, but give to the herbarium manager or curator.

Example: OKL219788 or OKL55122

SYMBOL - REQUIRED FIELD: The USDA code for the most recent identification of the specimen you are entering (this does not necessarily mean using the USDA’s currently accepted name). Check the dates of the annotations to determine which is the most recent and use the code for this name. The code can be looked up on the PLANTS database at: plants.usda.gov. Be careful when choosing a code, especially when entering codes for species that have different subspecies and varieties. If you cannot find the correct code, see the herbarium manager or curator. Some specimens are identified with formas. You will not find a code with the forma name. You should use the code for the genus and species indicated and put the forma information in the COMMENTS field.

COLL ID SYMBOL: The USDA code as determined by the collector. Enter the code even if it is the same as the SYMBOL field. If the collector did not identify the specimen use the first name provided by an annotator.

COLLECTOR - REQUIRED FIELD: The first initial, middle initial, and last name of the collector(s). If the collector is not on the label, enter “unknown”.

Examples: B. W. Hoagland or B. W. Hoagland, A. Buthod, and W. Elisens

COLL NO - REQUIRED FIELD: The collection number of the collector. Collection numbers may include letter codes. If no collection number is given use “s.n.” Do not mistake this for the accession number.

Examples: 2567 or TNC0744 or 98-055

COLL DATE: The complete date of the collection entered as mm/dd/yyyy.

OTHER DATE: If the date information is not complete use this field to enter the available date

information. If no date information is recorded use "unknown".

Examples: Summer 1959 or 5 June or July 4-6, 1966

*** Complete one of the date fields. Do NOT leave both blank. ***

COUNTY - REQUIRED FIELD: County of the collected specimen. The drop down menu of county names also includes "unknown" and "lookup". Use "unknown" when the county cannot be determined. Use "lookup" if location information is given but no county recorded (you may determine and enter the county using the location information).

TOWNSHIP: Township number only. Do not enter leading zeros.

NS: Township North (use "N") or South (use "S").

RANGE: Range number only. Do not enter leading zeros.

EW: Range East (use "E") or (use "W").

SECTION: Section number only. Do not enter leading zeros.

QUARTER: The location within the section. Information on the label will vary in format (North half, SW 1/4, NW/4), but use the following format in the database.

Examples: N/2 or SW/4 or NW/4 SE/4

Zone: Rarely encountered, 2 digit number used to identify Zone of UTM

UTME: 6 digit number, reflects longitude

UTMN: 7 digit number, reflects latitude

LOCATION - REQUIRED FIELD: The text directions or description of the location. First type the closest town followed by a semi-colon (;). Then type the directions provided on the label. If no town is given use the name of a river, state park, wildlife refuge, or mountain. Location information is sometimes illegible, confusing, or difficult to interpret. Type what is written and if needed use a personal comment [illegible] or [verbatim]. If no location information is written, use "unknown". Convert distance measures to decimal numbers (5 1/2 mi to 5.5 mi; 1/4 mi to 0.25 mi). Odd distances can be left as fractions (3/8 mi). Use the following abbreviations in the LOCATION field (do NOT use periods at the end of abbreviations):

compass points = N, S, E, W

highway = Hwy or state highway = SH

interstate = I

mile(s) = mi

junction = jct

Wildlife Management Area = WMA

(use abbreviation after writing it out once - see example below)

National Wildlife Refuge = NWR

(use abbreviation after writing it out once - see example below)

Do not abbreviate river, creek, mountain(s), or lake.

Do not abbreviate compass directions when part of a place name (West Fork of Salt Creek).

Put all place names in the LOCATION field. This includes rivers, creeks, mountains, etc. This will help relocate the collection site.

For locations that do not give a place use the following standard introductions:

Hwy jct;
State line;
County line;

Examples:

Label reads: near Crusher Spur
Enter: Crusher Spur; near Crusher Spur

Label reads: 2 1/2 miles west of Lone Wolf
Enter: Lone Wolf; 2.5 mi W of Lone Wolf

Label reads: Beavers Bend State Park 2 miles north of Broken Bow
Enter: Broken Bow; Beavers Bend State Park, 2 mi N of Broken Bow
(note, use town name first if available)

Label reads: 3 miles east of the junction of highways 9 and 102
Enter: Hwy jct; 3 mi E of the jct of Hwys 9 and 102

Label reads: 5 miles south of Kansas State Line on highway 23
Enter: State line; 5 mi S of Kansas State Line on Hwy 23

Label reads: On the north shore of Optima Lake in Optima Wildlife Management Area
Enter: Optima Wildlife Management Area; on N shore of Optima Lake in Optima
WMA

HABITAT: Description of the collection site. Descriptions may include the following (try to enter in the following order with attributes separated by semi-colons):

specific location (banks of creek, S side of mountain, in ditch)
vegetation description (tallgrass prairie, mesic forest, oak-hickory forest)
soil type (gravely loam, gypsum soils, Tillman Soil Complex)
elevation (1500 ft elev)
abundance (rare, scattered individuals, common on limestone outcrops)

Example: edge of farm pond; riparian vegetation; clay soil; abundant in moist soils

MORPHOLOGY: Physical description of specimen. Descriptions may include the following (try to enter in the following order with attributes separated by semi-colons):

Height (12 cm tall, 2 ft tall)
Overall characteristics (stems highly branched, prostrate, vine)
Characteristics of flower (flowers pink, corolla tube 2 cm long, 5 anthers)
Characteristics of fruit (fruits black-blue, fruits with white bloom, fruits with 5 seeds)

Example: 5 dm tall; spreading rhizomously; flowers 5 petaled, 10 anthers; fruits tomentose

ASSOC SPP: Other taxa listed on the label. If taxa is listed as a vegetation type, put that information in the HABITAT field (eg bluestem-grama grassland). Use lower case letters for common names and upper case letters for the first letter of the genus in a scientific name.

Examples: *Prosopis glandulosa* or mesquite

COMMENTS: Any label information that does not seem to belong in another field. Remember to put your own comments in brackets [].

Example: Specimen collected for MS degree research on Bobwhite Quail habitat

CULTIVATED: Check the box if the specimen is obviously grown by a person. See herbarium manager or curator if you have a question.

CULTIVATED COMMENTS: Add information here about the location and origin of the cultivated specimen.

ENTby: All of your initials

ANNOTATIONS: Enter information for names assigned by someone other than the collector. The original identification information should NOT be entered here, but all later identifications should be entered, even if they agree with the original identification. An exclamation point (!) on an annotation indicates the author agrees with the most recent previous identification. Do NOT use an exclamation point, but enter the appropriate USDA code. The order of annotation entry is not important. See annotation page for further explanation.

AnnotSymbol: The USDA symbol of the name that is assigned by the annotator.

ANNOTATOR: The first initial, middle initial, and last name of the annotator. Use “unknown” if no name is given.

AnnDate Annotation date: Enter the information exactly as you want it to appear in the database. Use “unknown” if no date is given.

COMMENTS: Add any additional information that the annotator might have written on the annotation or specimen.

Be sure to enter ALL annotations.

MISC INFORMATION

What is a synonym? A synonym is another name for a plant species. In the Plant Species List, you will find the most current name of a species and other names used to identify these species (the synonyms). When entering the symbol for a specimen, you do not need to use the most current name in the Plant Species List. You should, instead, enter the most recent identification of the specimen indicated by the collector or annotator.

Personal Comments. Sometimes it is helpful to make a comment of your own in the data entry form. Any comments of your own should be enclosed in brackets []. If there is information on the label that is confusing or illegible, you should decipher it as best you can and add [illegible] or [verbatim] to indicate this was not a data entry error.

Data Entry Field is Too Small. If there is too much information for a specific field, you should type [see specimen for additional information].

Enter ALL Information. Put all information on the label into the data entry form. If there is information on the label that you have not entered into a specific field, you should enter it into the COMMENTS field.

Standardizing Place Names. Use the following standard names and name formats when entering information into the LOCATION field.

Arbuckle Mountains - NOT Arbuckles

Beavers Bend - NOT Beaver's

Ft - NOT Ft. or Fort

OU Biological Station or University of Oklahoma Biological Station - NOT OUBS or UOBS or Bio Station

Pauls Valley - NOT Paul's

Price Falls - NOT Price's or Prices

Turner Falls - NOT Turner's or Turners

Wichita Mountains - NOT Wichitas

Do not abbreviate: River, Creek, Mountain or Mountains, Lake

ANNOTATIONS

Determining if something if a specimen has been annotated is sometimes tricky. The following examples should be used as a guide.

NOT ANNOTATED

Plants of Cleveland County Oklahoma

Linaria canadensis (L.) Chaz.

2 mi E of Norman
On roadside, disturbed area

Collector: P.H.C. Crawford 549

[Only identification is collector's]

Nuttallanthus canadensis

Plants of Cleveland County Oklahoma

Linaria canadensis (L.) Chaz.

2 mi E of Norman
On roadside, disturbed area

Collector: P.H.C. Crawford 549

[no annotator name; only a synonym]

L. texanus ?

Plants of Cleveland County Oklahoma

Linaria canadensis (L.) Chaz.

2 mi E of Norman
On roadside, disturbed area

Collector: P.H.C. Crawford 549

[no annotator name; "?" indicates uncertainty - stick with original identification]

ANNOTATED

Nuttallanthus canadensis (L.) D.A. Sutton
Annotated by P. T. Crawford, 12 Feb 2003

Plants of Cleveland County Oklahoma

Linaria canadensis (L.) Chaz.

2 mi E of Norman
On roadside, disturbed area

Collector: P.H.C. Crawford 549

[Annotation label with Annotator name]

Pedicularis canadensis

Plants of Cleveland County Oklahoma

Linaria canadensis (L.) Chaz.

2 mi E of Norman
On roadside, disturbed area

Collector: P. Crawford 549

[correction in identification; although there is no annotator name]

!
Annotated by P. T. Crawford, 12 Feb 2003

Nuttallanthus canadensis (L.) D.A. Sutton
Annotated by W. E. Elisens, 3 March 2002

Plants of Cleveland County Oklahoma

Linaria canadensis (L.) Chaz.

2 mi E of Norman
On roadside, disturbed area

Collector: P.H.C. Crawford 549

[Annotation label with annotator name; "!" means that annotator agrees with most recent identification; enter both annotations even though it is the same name]