



WAMTS Guidelines for Formatting Data Spreadsheets

Last Revised: October, 2013

Contents

- A. Arachnids/ Myriapods
- B. Birds
- C. Crustaceans
- D. Fish (TBA)
- E. Insects (TBA)
- F. Marine Biota (non-fish) (TBA)
- G. Molluscs
- H. Reptiles/ Frogs/ Mammals
- I. Worms
- J. Molecular Projects (TBA)

A. Arachnids/ Myriapods

1. FLDNO:
 - Your consultancy-specific unique specimen identifier.
 - This number must be unique to each specimen. It cannot be unique to the site alone.
2. All Taxonomy fields:
 - Only applicable if you have performed your own identifications.
 - If you refer to unpublished taxonomy (e.g. ID codes) then enclose your ID inside two `⌈` symbols. This symbol is found on the tilde (~) key.
 - E.g. `⌈sp. 001⌋`
3. AUTHORITY:
 - Only applicable if you have performed your own identifications.
 - All published taxonomies must have the authority entered.
4. DTMNDBY:
 - Only applicable if you have performed your own identifications
 - The person who performed the identification must be recorded using their first initials and last name.
 - E.g. `⌈A.S.Beavis⌋`
5. DTMNDDT:
 - Only applicable if you have performed your own identifications
 - The year in which the identification was performed
 - E.g. `⌈2013⌋`
6. COUNTRY:
 - Country where specimen was collected.
7. STATE:
 - State where specimen was collected.
 - E.g. `⌈W.A.⌋`
8. SITE:
 - This is the site where the specimen was collected from: it should reflect the information provided on the specimen label.
 - Site data is provided to allow: (a) cross-checking of the latitude and longitude; and, (b) a description of where the specimen was collected from, which would assist someone to return to the same spot.
 - This entry must consist of a geographically meaningful site name, followed by the distance and direction from a gazetteer site (as per the Geoscience Australia website).
 - Where possible try to ensure that the gazetteer site is less than 50km from your collection site.
 - Note that there is a limit of 105 characters for this field (including spaces).
 - E.g. `⌈Mesa A, 45 km W. Pannawonica⌋`
 - If the distance is approximate, then indicate using "ca.".
 - E.g. `⌈Mesa A, ca. 45 km W. Pannawonica⌋`
9. LATITUDE/ LONGITUDE:
 - Use the correct degrees symbol: `∘` (look in the formula field to make sure it is the correct degrees symbol, and not the degrees symbol with a line underneath it).
 - Use the correct minutes symbol: `′` (on the "~" key).
 - Use the correct minutes symbol: `″` (standard double inverted commas).
 - The overall format must be: `⌈DD°MM′SS.SS″S⌋` or `⌈DD°MM′SS.SS″E⌋`.
10. DTFR:
 - The collection date, or the start of the collection period (for pitfall trap specimens).
 - Remember to check that your dates have not been corrupted by formatting the entire spreadsheet as text.
 - The overall format must be: `⌈DD/MM/YYYY⌋`
11. DTTO:
 - The end of the collection period (for pitfall specimens).

- Leave blank if not applicable.
- Remember to check that your dates have not been corrupted by formatting the entire spreadsheet as text.
- The overall format must be: DD/MM/YYYY

12. COLLTOR:

- The person(s) who collected the specimen must be recorded using their first initials and last name.
- E.g. Beavis, A.S.
- If there are multiple collectors, separate their names with a comma (do not use “and/&”).

13. COLLMETH:

- Complete with as much detail and accuracy as possible.

14. HABITAT:

- Complete with as much detail and accuracy as possible.

15. SPECNUM:

- Record the number of specimens/ vial accurately.

16. SNAME:

- Your consultancy name.

B. Birds

1. FLDNO:
 - Your consultancy-specific unique specimen identifier.
 - This number must be unique to each specimen. It cannot be unique to the site alone.
2. All Taxonomy fields:
 - Only applicable if you have performed your own identifications.
3. AUTHORITY:
 - Only applicable if you have performed your own identifications.
4. DTMNDBY:
 - Only applicable if you have performed your own identifications
 - The person who performed the identification must be recorded using their last name and first initials.
 - E.g. Beavis, A.S.
5. DTMNDDT:
 - Only applicable if you have performed your own identifications
 - The year in which the identification was performed
 - E.g. 2013
6. COUNTRY:
 - Country where specimen was collected.
7. STATE:
 - State where specimen was collected.
 - E.g. Western Australia
8. SITE:
 - This is the site where the specimen was collected from: it should reflect the information provided on the specimen label.
 - Site data is provided to allow: (a) cross-checking of the latitude and longitude; and, (b) a description of where the specimen was collected from, which would assist someone to return to the same spot.
 - This entry must consist of a geographically meaningful site name, followed by the distance and direction from a gazetteer site (as per the Geoscience Australia website).
 - Where possible try to ensure that the gazetteer site is less than 50km from your collection site.
 - Note that there is a limit of 105 characters for this field (including spaces).
 - E.g. Mesa A, 45 km W Pannawonica
 - If the distance is approximate, then indicate using "ca.".
 - E.g. Mesa A, ca. 45 km W Pannawonica
9. LATITUDE/ LONGITUDE:
 - Use the correct degrees symbol: ° (look in the formula field to make sure it is the correct degrees symbol, and not the degrees symbol with a line underneath it).
 - Use the correct minutes symbol: ′ (on the "~" key).
 - Use the correct minutes symbol: ″ (standard double inverted commas).
 - The overall format must be: DD°MM′SS.SS″S or DD°MM′SS.SS″E.
10. DTFR:
 - The collection date, or the start of the collection period (for pitfall trap specimens).
 - Remember to check that your dates have not been corrupted by formatting the entire spreadsheet as text.
 - The overall format must be: DD/MM/YYYY
11. DTTO:
 - The end of the collection period (for pitfall specimens).
 - Leave blank if not applicable.
 - Remember to check that your dates have not been corrupted by formatting the entire spreadsheet as text.
 - The overall format must be: DD/MM/YYYY

12. COLLTOR:

- The person(s) who collected the specimen must be recorded using their first initials and last name.
- E.g. Beavis, A.S.
- If there are multiple collectors, separate their names with a comma (do not use “and/”).

13. COLLMETH:

- Complete with as much detail and accuracy as possible.
- E.g. Elliot trap

14. HABITAT:

- Complete with as much detail and accuracy as possible.

15. SPECNUM:

- Record the number of specimens/ vial accurately.

16. SNAME:

- Your consultancy name.

17. SEX

- If known, Male or Female, if unknown leave blank

18. All morphometric measurements (WT, SVL, TL, EAR, etc.)

- If any measurements were taken prior to the specimen being preserved please supply these. Weight must always be given in grams and all other measurements in millimetres.
- E.g. WT 10.5

19. TISSUE

- If tissue was taken from the specimen prior to preservation enter the type of tissue taken
- E.g. Liver

C. Crustaceans

1. All Taxonomy fields:
 - Fill in as appropriate.
 - Each column has limited field size, save remarks for remarks column.
E.g. do not put in comments like “sp. with dissimilar ventral chaetae” in species column.
 - Separate between genus and subgenus, species and subspecies if possible.
2. AUTHORITY:
 - All published taxonomies must have the authority entered.
3. DTMNDBY:
 - Only applicable if you have performed your own identifications
 - The person who performed the identification must be recorded using their surname first and then initials.
4. DTMNDDT:
 - Only applicable if you have performed your own identifications
 - The year in which the identification was performed
 - E.g.
5. COUNTRY:
 - Country where specimen was collected.
6. STATE:
 - State where specimen was collected.
7. DISTANCE/DIST_UNIT/DIRECTION:
 - Split up and put information in appropriate column, not all in SITE column.
8. NEAREST:
9. If site name not known, nearest point or location.
10. SITE:
 - This is the site where the specimen was collected from.
11. LATITUDE/ LONGITUDE:
 - Use the correct degrees symbol: (look in the formula field to make sure it is the correct degrees symbol, and not the degrees symbol with a line underneath it).
 - Use the correct minutes symbol: (on the “~” key).
 - Use the correct minutes symbol: (standard double inverted commas).
 - The overall format must be: or .
12. DTFR:
 - The collection date or the start of the collection period.
 - Remember to check that your dates have not been corrupted by formatting the entire spreadsheet as text.
 - The overall format must be:
13. COLLTOR:
 - The person who collected the material must be recorded using their surname first and then initials.
i. E.g.
 - If there are multiple collectors, separate their names with a comma (do not use “and/&”).
14. FLDNO:
 - Your consultancy-specific unique specimen identifier.
15. 11. REMARKS:
 - Any information you feel doesn’t suit other columns, place in remarks. If unsure, put in remarks column.
16. LATDEC/LONGDEC:
 - Numbers only up to 4 decimal places.
17. SPECNUM:
 - Record the number of specimens/ vial accurately.
18. SNAME:

- Your consultancy name.

D. Fish

1. TO BE ADVISED

E. Insects

2. TO BE ADVISED

F. Marine Biota (non-fish)

3. TO BE ADVISED

G. Molluscs

1. FLDNO:
 - Your consultancy-specific unique specimen identifier.
 - This number must be unique to each specimen. It cannot be unique to the site alone.
2. All Taxonomy fields:
 - Only applicable if you have performed your own identifications.
3. AUTHORITY:
 - Only applicable if you have performed your own identifications.
 - All published taxonomies must have the authority entered.
4. DTMNDBY:
 - Only applicable if you have performed your own identifications
 - The person who performed the identification must be recorded using their first initials and last name.
 - E.g. A.S.Beavis
5. DTMNDDT:
 - Only applicable if you have performed your own identifications
 - The year in which the identification was performed
 - E.g. 2013
6. COUNTRY:
 - Country where specimen was collected.
7. STATE:
 - State where specimen was collected.
 - E.g. W.A.
8. SITE:
 - This is the site where the specimen was collected from: it should reflect the information provided on the specimen label.
 - Site data is provided to allow: (a) cross-checking of the latitude and longitude; and, (b) a description of where the specimen was collected from, which would assist someone to return to the same spot.
 - This entry must consist of a geographically meaningful site name, followed by the distance and direction from a gazetteer site (as per the Geoscience Australia website).
 - Where possible try to ensure that the gazetteer site is less than 50km from your collection site.
 - Note that there is a limit of 105 characters for this field (including spaces).
 - E.g. Mesa A, 45 km W. Pannawonica
 - If the distance is approximate, then indicate using "ca.".
 - E.g. Mesa A, ca. 45 km W. Pannawonica
9. LATITUDE/ LONGITUDE:
 - Use the correct degrees symbol: ° (look in the formula field to make sure it is the correct degrees symbol, and not the degrees symbol with a line underneath it).
 - Use the correct minutes symbol: ' (on the "~" key).
 - Use the correct minutes symbol: ” (standard double inverted commas).
 - The overall format must be: DD°MM'SS.SS"S or DD°MM'SS.SS"E.
10. SUBSTRATE:
 - This is for a detailed description of the site substrate applicable to the specimen
 - E.g. deep sandy soils, or granite rock, or calcrete layer etc.
 - Note that there is a limit of 60 characters for this field (including spaces).
 - Somewhat interchangeable with HABITAT field below.
11. VEGETATION:
 - This is for a detailed description of the site vegetation applicable to the specimen.
 - E.g. Acacia thicket with sparse Triodia, or Eucalyptus woodland etc.
 - Note that there is a limit of 60 characters for this field (including spaces).
 - Somewhat interchangeable with HABITAT field below.

12. HABITAT:

- This is for a detailed description of the site habitat applicable to the specimen.
- E.g. or etc.

13. COLLECTOR:

- The person(s) who collected the specimen must be recorded using their first initials and last name.
- E.g. .
- If there are multiple collectors, separate their names with a comma (do not use "and/&").

14. STATION:

- The site number which the specimen was collected from.
- Leave blank if not applicable.

15. COLLMETH:

- Complete with as much detail and accuracy as possible.

16. DTFR:

- The collection date, or the start of the collection period (for pitfall trap specimens).
- Remember to check that your dates have not been corrupted by formatting the entire spreadsheet as text.
- The overall format must be:

17. DTTO:

- The end of the collection period (for pitfall specimens).
- Leave blank if not applicable.
- Remember to check that your dates have not been corrupted by formatting the entire spreadsheet as text.
- The overall format must be:

18. YEAR COLL:

- The year of collection E.g.

19. SNAME:

- Your consultancy name.

20. SPECNUM:

- Record the number of specimens/ vial accurately.

21. FIXED:

- Denotes if the specimen was placed in a fixative. Eg.
- If not please enter:

22. PRESERVATIVE:

- Denotes what type of preservative was used. Eg. , or etc.

23. REMARKS:

- Any information you feel doesn't suit other columns, place in remarks. If unsure, put in remarks column.

H. Reptiles/ Frogs/ Mammals

1. FLDNO:
 - Your consultancy-specific unique specimen identifier.
 - This number must be unique to each specimen. It cannot be unique to the site alone.
2. All Taxonomy fields:
 - Only applicable if you have performed your own identifications.
3. AUTHORITY:
 - Only applicable if you have performed your own identifications.
4. DTMNDBY:
 - Only applicable if you have performed your own identifications
 - The person who performed the identification must be recorded using their last name and first initials.
 - E.g. Beavis, A.S.
5. DTMNDDT:
 - Only applicable if you have performed your own identifications
 - The year in which the identification was performed
 - E.g. 2013
6. COUNTRY:
 - Country where specimen was collected.
7. STATE:
 - State where specimen was collected.
 - E.g. Western Australia
8. SITE:
 - This is the site where the specimen was collected from: it should reflect the information provided on the specimen label.
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- E.g. Beavis, A.S.
- If there are multiple collectors, separate their names with a comma (do not use “and/&”).

13. COLLMETH:

- Complete with as much detail and accuracy as possible.
- E.g. Elliot trap

14. HABITAT:

- Complete with as much detail and accuracy as possible.

15. SPECNUM:

- Record the number of specimens/ vial accurately.

16. SNAME:

- Your consultancy name.

17. SEX

- If known, Male or Female, if unknown leave blank

18. All morphometric measurements (WT, SVL, TL, EAR, etc.)

- If any measurements were taken prior to the specimen being preserved please supply these. Weight must always be given in grams and all other measurements in millimetres.
- E.g. WT 10.5

19. TISSUE

- If tissue was taken from the specimen prior to preservation enter the type of tissue taken
- E.g. Liver

I. Worms

1. All Taxonomy fields:
2. Fill in as appropriate.
3. Each column has limited field size, save remarks for remarks column.
E.g. do not put in comments like “sp. with dissimilar ventral chaetae” in species column.
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i. E.g.
7. DTMNDDT:
 - Only applicable if you have performed your own identifications
 - The year in which the identification was performed
 - E.g.
8. SITE:
 - This is the site where the specimen was collected from.
9. FLDNO:
 - Your consultancy-specific unique specimen identifier.
10. DTFR:
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 - Remember to check that your dates have not been corrupted by formatting the entire spreadsheet as text.
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11. SPECNUM:
 - Record the number of specimens/ vial accurately.
12. COUNTRY:
 - Country where specimen was collected.
13. STATE:
 - State where specimen was collected.
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14. NEAREST:
 - If site name not known, nearest point or location.
15. COLLTOR:
 - The person who collected the material must be recorded using their surname first and then initials.
i. E.g.
 - If there are multiple collectors, separate their names with a comma (do not use “and/&”).
16. SNAME:
 - Your consultancy name.
17. DISTANCE/DIST_UNIT/DIRECTION:
 - Split up and put information in appropriate column, not all in SITE.
18. LATDEC/LONGDEC:
 - Numbers only up to 4 decimal places.
 - Only field in worm database for these recordings so please fill out accurately.
19. SNAME:
 - Your consultancy name.

J. Molecular Projects

1. No specialised formatting instructions. Fill in spreadsheet template, ensuring all fields are completed.