Instructions for using "Thesaurus Proposals Database" (Revised by Sujata Suri, Feb 2020)

A. Proposal
B. Statistics
C. Other Resources
D. Definition
E. NALT Currently
F. Recommendation
G. Spanish

A. Proposal/problem:
State the problem or new term and it's significance. Indicate if it is from external source, such as from AgNIC partner, or internal source, such as indexer. Please provide text or link of the abstract from where the term is coming.

B. Statistics:
Search AGRICOLA and other resources for number of hits to indicate its relevancy. Number doesn't apply to economical important taxa or spelling errors or hidden labels (HL). A term with less hits can be rejected or can be added as HL if applicable. We add terms in the NALT based on its usage.

Term present in:
Title of abstract:
Title of Journal:
Other (ARS/ARIS etc.)

Search for **synonyms**.

C. Other resources:
Internet resources, journal articles, textbooks, taxonomic authorities, thesauri or classification schemes, MeSH, LCSH, ARS Scientists, etc.

D. Definition:

We take definitions from US government agencies, your own definition written by combining definitions from other sources.

Guideline: If definition is not from government source, then rewrite in your own words or with paraphrasing. Indicate source of the definitions copied from other resources. For example, use [ ] at end of definition to denote source if from
government source, e.g., [MeSH]

E. NALT currently:

Search NALT to find terms that already exist. Look for synonymous terms. *Careful checking is needed so that we don't add synonyms or near-synonyms as new terms to*

thesaurus.

Give full word block of existing NALT terms, if necessary. Find appropriate BT if new descriptor is being proposed.

F. Recommendation:

State your recommendation for accepting proposal and what action needs to be taken in thesaurus, e.g.

New DE: kava
BT herbal medicines
RT Piper methysticum

G. Spanish: (optional)

If you happen to find Spanish translation for the term, note the translation and the sources where you found it, e.g., "manejo forestal" AGRI2000 - 168 hits.

Follow guidelines for capitalization, hyphenation, term form, etc. that are in the principles document.

If you want to expand the proposal to include "tentacles" (terms that you happen to notice when searching the proposal term), then do include research information and recommendations for these as well.

SAVE your proposal in the proposal database.

Note: Discussed it in the meeting (August, 2018)