

Verbatim Description:

A verbatim description of the specimen, exactly as written in the primary source document (e.g. field notes, Frick book, Frick catalog, catalog card, catalog ledger) from which the database record is being created. Transcribe directly into field including any typos, misspellings, etc. Describe non-keyboard symbols in square brackets; e.g. [diamond], [star]. Identify the source document in round brackets after the verbatim text. Use one of the following descriptions – catalog card; systematic card; catalog ledger; field notes – [collector name], [year]; Frick catalog - [volume #]; Frick notebook – [notebook ID], [volume#]; legacy database – [name of DB]; other – [describe].

Title:**This information will appear on the Web.**

This is a brief description of the specimen, e.g. skull, ramus, skeleton or, for invertebrates, entire animal, shell, body impression. Enter the individual parts, separated by semi-colons. Record crania or cranial elements as “skull”. Identify the lower jaw, if present either as “mandible” if complete, or “ramus” if split; specify ramus as left or right, or “left & right” if both halves are present. Identify any postcranial elements as “skeleton.” If the part is incomplete, indicate this by writing “partial” after the element concerned. Commonly isolated cranial elements such as maxillae, petrosals, or the occiput can be described separately, but if other cranial elements are present the specimen should be recorded as “skull, partial”

Examples:

“Skull and lower jaw, with scapula, right femur, left astragalus, and left calcaneum”

= Skull; mandible; skeleton, partial

“Right lower jaw plus ribs”

= Ramus, right, partial; skeleton, partial

“Maxilla with right M1, M2”

= Maxilla, right

“Maxilla with right M1, M2, plus occiput and nasals”

= “Skull, partial”

Description:

The detailed description of the specimen and its elements. Usually drawn from the catalog card or from a published description of the specimen. If this does not add significant detail to the description in the “title” field, leave the field blank.

For vertebrates, enter data in the following order:

Skull; upper dentition; lower jaw; lower dentition; pectoral girdle; forelimbs; pelvic girdle, hindlimbs; vertebrae; ribs

Separate major elements with semi colons. Use modifiers after element names; first (if relevant) indicate whether left, right, or left & right, then condition, e.g. "partial", "broken", then sub parts (if relevant). Separate modifiers with commas. If left and right specimens require separate description, list left first, and then right.

e.g. scapula, left; scapula, right, partial

Use upper or lower-case letters to indicate upper or lower dentition respectively (e.g. M1 or m1). Separate individual teeth, with commas, unless they form a continuous sequence. If they are in sequence, enter only first and last tooth in sequence, separated by a hyphen (e.g. P3-M4, left). Separate out teeth that require individual descriptions (e.g. broken, alveolus).

Sample "description" entry:

Skull, partial, maxilla, left, orbital region, right, occiput; P1, P3-M4, left, C1, M2, right; ramus, right, p2, m1-m2, m3 (broken), m4; scapulae, left and right; humerus, right, radius, ulna, calcaneum, left; pelvis; femurs, left and right, tibia left, metatarsals; vertebrae.