AntWeb Documentation

March 19, 2010

Region Species list and home page creation.

Overview

Remote curators can manage species lists for a particular region and develop a region home page. The first steps are to upload content for the home page and to create a species "authority file" list. In the future you will be able to make changes to your authority file, home page information. So don't get hung up on getting the first list finished or the perfect text for the home page. You will have plenty of opportunity to update your material.

First Steps for Remote Curators
1) complete an Excel file of the species for the region (see attached example for MO and instruction below). Note that for each species, you must include at least the subfamily and genus. Additional taxonomic information is optional (you need not include tribe or author and date of species name). Since many species may not yet be described, you can use codes such as a three letter collector identifier plus number such as SPC01, or the two letter country or State Code such as TX01; see AZ or CR ants on Antweb for examples.
2) create a two-paragraph summary/introduction for the fauna of the region.
3) send a picture of yourself.
4) choose the names of the three ant species that you would like to appear on the home page.
5) send pdfs of any region-related articles you have published to be linked to your name on the home page

Your role is to maintain the species list for the region and to make sure that the list is updated with each new discovery or name change. We also ask that you put together a few paragraphs about the ants of the region for the home page and provide a picture of yourself. The curator role can involve no web tasks at all, but you are welcome to take charge of uploading your own data after the initial upload. As curator you will have password access to update the homepage and species list. You will also be able to use the image picker tool to choose the best images to represent each species in the region.

These web-based management tools provide you with the option to manage the site, but their use is not required. We want you to realize that the site is yours to develop as you wish. You will have complete control to update the species list as many times as you would like. After these initial steps, you can also add such as notes on Taxonomy, Identification, Biology and other text.

If you also have a specimen database that you want to appear on Antweb, we can incorporate those records. We can either upload specimens on your behalf or give you instructions to remotely upload specimen data.

Getting Started: Regional species lists:
(1) submit regional species list.
(2) Create home page content (see section: Home page instructions).

Part I: creating authority file

(A) Fields for Regional Species Files

The species authority file is used to create the list of taxa that is shown for the region. This list also defines what taxa to include in field guides and regional maps. The species authority file also includes text to display on taxon pages, such as the identification or biology of the species. The following links provide examples of species page text created from species authority files. Note that the Taxonomic History text is not provided by the regional authority files but from the Bolton Catalog.

California - Phil Ward:
http://www.antweb.org/description.do?rank=species&name=oregonensis&genus=amblyopone&project=calants

http://www.antweb.org/description.do?rank=genus&name=amblyopone&subfamily=amblyoponinae&project=calants

Missouri - James Trager
http://www.antweb.org/description.do?rank=species&name=fulva&genus=aphaenogaster&project=missouriants

Costa Rica - Jack Longino
http://www.antweb.org/description.do?rank=species&name=araneoides&genus=aphaenogaster&project=costaricaants

Below is a list of fields that can be included in the species authority file for a region. Red indicates required fields. Blue indicates text fields for taxon pages. These text fields require html formatting (see example Missouri authority file).

Subfamily
Tribe
Genus
Subgenus (helpful in genera like *Camponotus*, *Formica* etc.)
Species Group (helpful in genera like *Strumigenys* etc.).
Species (subspecies and species in single field, see note on morphospecies code formats**)**
Species Author Date (author and date provided by Bolton's Catalog. Only add if helpful for your records)
Distribution
Identification
Similarspecies: Used in the compare similar species tool. List similar species names separated by a comma. Example: for *Camponotus hyatti*, you could list: "*bakeri*, *essigi*"
Biology Enter text in html. Under Biology you can add subheaders such as Habitat and Natural History. example:
Habitat: Mesic and dry-mesic woodland and forest, and in Kansas, reported from prairie. This species nests in soil and occasionally in decomposing logs and stumps; usually found under stones or logs, often extracted from forest or woodland leaf litter. <p>Natural History: Typical of its genus, <i>A. pallipes</i> is a specialized predator. Foragers hunt singly for geophilomorph centipedes, which they grasp with long, bidenticulate-toothed mandibles and paralyze with a long and powerful sting. Prey may be dragged into a nearby nest or larvae may be brought to the paralyzed prey to feed.

Taxonomic Notes   (add notes on taxonomic uncertainty or any other taxonomic issues pertaining to the specimens records or species in the region).

References

TextAuthor author of species page text

RevDate date species page updated

Comments

Introduced (Indicate if the species is known or thought to be introduced in the region). This data will be used in the future for a tool to display only introduced species from a region. We are still working on this tool and functions. Suggestions welcome.

(B) Antweb format for species names/codes

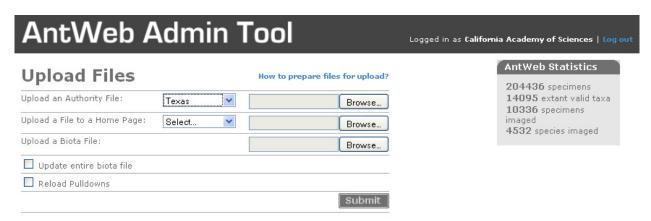| Antweb format	comments	Do not use
Adetomyrma MG01	Two letter country code, followed by number, no dash or spaces between number; numbers start at 01 within each genus	*Adetomyrma* sp. Mad-01
Camponotus undet	For taxa that were not named, even to species code, use "undet" Thus instead of Camponotus sp. use Camponotus undet	*Camponotus* sp.
*Formica planipilis*_cf	To indicate uncertainty in a name, append _cf following the name. Thus instead of: *Formica planipilis*? use Formica planipilis_cf	*Formica planipilis*?
*Anochetus graeffei*_nr	nr and cf follow species name	*Anochetus* sp. nr. *graeffei*
*Stenamma punctatoventre*_cf1	as in California list, add unique identifier numbers to indicate different species of _cf	*Stenamma* sp. 1 cf. *punctatoventre*
*Stenamma punctatoventre*_cf2	*punctatoventre*_cf2 is distinct from *punctatoventre*_cf1	*Stenamma* sp. 2 cf. *punctatoventre*
Cerapachyine_genus1 MG01	genus names are without species	Cerapachyine genus1 Mad01
Dorymyrmex LRD-ant	if a new species description is in press, and you need to track the specimens, use a code such as author initial and three letters of new species name.	Dorymyrmex sp. LRD-ant

Principles for genus and species names
1) "-" or space is the only acceptable character in species names; thus no periods, ? , /, # in names
2) genus names must be without spaces, use underscore to join two words.
3) spaces ok between species and subspecies
4) nr and cf at end of name, use _cf or _nr
5) "sp." or "sp" not used as part of name
6) morphospecies
    a) no dashes between letters and numbers
    b) dashes only between initials and manuscripts names
    c) use 2 letter ISO country names or 3 letter codes. County codes in uppercase

(C) Uploading Regional Species files to Antweb

1. Login to the AntWeb Admin Tool page:

2. In the Upload an Athority File section, select the appropriate region from the pull down menus. In this example, Texas is chosen.

3. Antweb will respond with "Success" once the file has been uploaded.

(D) Updating species lists.

You can update the species list at any time. To ensure you are working with the most recent version, you should download from the Region directly the most current authority file. Select view files in your region and then select and save the authority file.

Edit Home Pages

Edit Home Page for: [Texas ▾]   [Submit]

View Files in: [Select... ▾]   [Submit]

If you plan to edit the species names on a regional list remember that Antweb is also a specimen level database. Thus there are two separate data field that need to be coordinated: one, the species authority file, and two, any specimen databased from that region.

If you change a name on the species list, there might be specimens linked to that name that should also be changed. To change he specimens IDs, you must email Antweb the specimen numbers that need to be updated. So if a morphospecies is changed, associated specimens need also be changed.

Part II Home page creation.
version: March 18, 2010
Overview:
To create a home page, you need the following:
home page text and relevant pdfs of articles, curator image, ant head images, and geographic extent of region.

(1) Preparation:
Images of curator: single curator image 250 x 250 pixels in size
For multiple curators, combine in Adobe Photoshop and ensure image is 250 pixels in height and less than 500 pixels wide
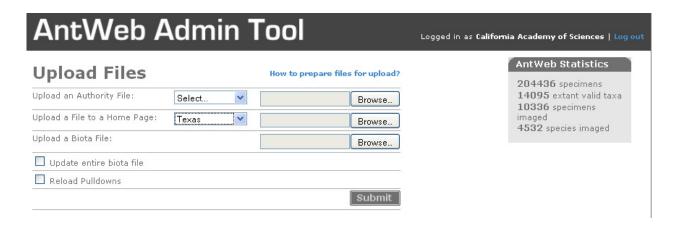Go to "File > Save for Web and Devices…", and save as a jpg or png file format.

Ant Head images: isolate head in Photoshop and place image on a white background, then scale to be 150 pixels high;
For each, Go to "File > Save for Web and Devices…", and save as a jpg or png file format.

Note: make sure that the total combined width of your images is not greater than 520 wide so that all threecan fit in a row

(2) Upload home page content:
Log on to the Antweb Admin tool: http://www.antweb.org/login.jsp
Under "Upload File" section, use the Upload File to Home Page tool:

Upload curator images, ant head images, and any pdfs to the home page. Upload one file at a time.

(3) Once files are uploaded, select appropriate page to edit in the "Edit Home Page" section:

Select the region to Edit Home Page:

AntWeb Admin Tool

Logged in as **California Academy of Sciences** | **Log out**

! NOTE | **You may use HTML in your page copy. Images must be already on the AntWeb server. To Upload A File, go to the File Upload Page**

Editing Texas Project

Title:

Texas

Author:

Lloyd Davis

Page Copy:

```
<p>The ant fauna of Texas reflects the immensity, the diversity of
habitats, and the geographic location of the state. Texas&#8217;
southern border also affords extensive contact with Mexico. Much of
the area along the Rio Grande Valley lies as far south as the Florida
Keys, and for this reason forms the northernmost portion of the
range of several species of ants, including <i>Nomamyrmex</i>
<i>esenbeckii</i>, <i>Pheidole</i> <i>absurda</i>,
<i>Rogeria</i> <i>creightoni</i>, <i>Pseudomyrmex</i>
<i>caeciliae</i>, <i>Crematogaster</i> <i>distans</i>, and
<i>Platythyrea</i> <i>punctata</i>. The fauna is dominated by
many species of <i>Pheidole</i> and includes representatives of all
ten known North American subfamilies of ants.</p>
   <p>Several species of Texas ants are known from no other state.
Many early descriptions of ants from North America were of species
from Texas. So, it may be said that historically, Texas provided an
```

Images:
Image One:

casent0103315_Hweb.jpg

Image One Links to:

http://www.antweb.org/description.do?rank=species&name=caeciliae&gen

Image Two:

casent0103409_Hweb.jpg

Image Two Links to:

http://www.antweb.org/description.do?rank=species&name=pelor&genus=

Image Three:

casent0173657_Hweb.jpg

Image Three Links to:

http://www.antweb.org/description.do?rank=species&name=esenbeckii&g

Author Image:

LloydTXv2.jpg

Author Bio:

```
<b>Texas Ant Curator </b>
```

Geographic extent:

-106.74 25.67 -93.47 36.53

Title: example: Texas
Author: example. Lloyd Davis

Home page Text (**Page Copy**):
Edit it MS Word, save as filtered HTML, process through Textism MS Word HTML cleaner:
http://www.textism.com/wordcleaner/
Cut and paste cleaned HTML into text box.

If linking to pdfs in text use this format; if linking too many titles, numbers can be used instead of titles.

Recent papers on Austrian ants by Birgit Schlick-Steiner & Florian Steiner plus coworkers include: Faunistics (1

If linking to website use this format: See Ants of Fiji for additional information.

Images: paste the file name of the ant head images and author images into appropriate fields, and include the file extension in the file name, such as ".jpg"

Ant head image links: Link to region species page for each ant head image.

For example, for casent0104735_Hweb.jpg on the Texas home page, find the species name (search on specimen code). In this case it is *Odontomachus clarus*, and then look up the link on the Texas species list for that species: http://www.antweb.org/description.do?rank=species&name=clarus&genus=odontomachus&project=texasants

Author Bio: examples:
Texas Ant Curator

Netherlands Ant Curator
Download Boer et al. 2003 List of ants (Hymenoptera: Formicidae) of Belgium and The Netherlands, their status and Dutch vernacular names (Entomologische Berichten 63: 54-58).

Slovenia Ant Curator
Download Gregor's 2003 New species for the ant fauna of Slovenia (Hymenoptera: Formicidae) (Natura Sloveniae 5: 14-25)

Download Phil's 2005 Synoptic review of the ants of California (Zootaxa 936:1-68).

Geographic extent:
The geographic extent is used to size Google maps on the regional home page and taxon pages.

Provide the bounding box for the region of interest in decimal degrees the following order with only spaces between each degree: west south east north.

Example: for Illinois: -93.01 36.71 -86.01 42.79
Netherlands: 3.25 50.45 7.45 53.82

To find the extent, use Google Maps (http://maps.google.com/) with lat long option turned on, or Google Earth. For example, to find the West degree, position the cursor at the westernmost point in the region and record the degree.

AntWeb Documentation

Locality query:
The regional search function will limit specimen results to a specified region, such as a State (or Province) or a Country. This function limits which specimens are used in regional field guides and the maps on the regional taxon pages.

The following fields are permitted: province [note this term includes States], country, county, biogeographicregion. Put search term in "quotes".

in put examples:
province="Illinois"
country="Philippines"
county="San Francisco"
biogeographicregion="Neotropical"

Map image: Upload a map to override the auto-generated map. Map should be 233 pixels high x 242 pixels wide.

To save changes fter filling out the form, first click "Preview," and then "Save."