*Steginoporella magnifica*

This document contains information relevant for the spreadsheet with the imaged *Steginoporella* specimens called “Steginoporella\_magnifica\_image\_metadata\_<DATE>.xlsx”. The columns in that spread sheet are defined as the following:

**dateImaged**: Date of when the SEM was taken.

**Enterer**: person who imaged the SEM.

**collectionType**: type of collection event. This will likely be STEGINO, but could also possibly be ECO or INT/DIV.

**boxNumber**: box ID that specimens are stored in.

**possibleSpecies**: Suspected species identification. Blank means not examined. Unknown means it could not be identified.

**surface**: whether the colony was on the convex (CV) or concave (CC) side of the shell (OT = other; previously these were F, S, and P).

**formation**: Self-explanatory, see numbering below.

**specimenNR**: The entry for each specimen contains a number that is unique for each specimen based on the formation (see below) that is 7 characters long, with leading zeros, and a letter code indicating the surface the colony was on the convex (CV) or concave (CC) side of the shell; flat (FL) for flat surfaces; partial colony (PT). These should be two characters long. These are separated by an underscore (“\_”).

**pictureNumber**: A number indicating the sequence of images for a colony. We try to get two pictures from different parts of the each colony. Sometimes, only one image is possible. Sometimes, three images are taken if the two first do not contain many zooids.

**fileName**: name of the file without the extention (e.g., “.tif” or “.txt”)

**SignalName**: BSE is standard, cross check with the txt file produced from the imaging software.

**Magnification**: The magnification used. 30 is standard, cross check with the txt file produced from the imaging software.

**Comment**: any comments from the associated .txt file.

**Vacc:** 15v is standard, cross check with the txt file produced from the imaging software. All AV should be two digits (e.g., 15 or 05) with a lower case v..

**Mag**: The magnification used. 30 is standard, cross check under “Condition” in the txt file produced from the imaging software.

The file name given to an SEM image reflects the same info as in the excel spread sheet, e.g.:

0000487\_CC\_1\_15v\_x30\_BSE.tif is specimen 487, colony was on the concave side of the shell, it is the first image of the colony, 15v, magnification is x30 and backscatter was used (standard).

Example of two different images of the same specimen:

|  |  |
| --- | --- |
|  |  |

This image quality if more than sufficient.

These would be labeled:

0000487\_CC\_1\_15v\_x30\_BSE.tif and 0000487\_CC\_2\_15v\_x30\_BSE.tif in the spreadsheet.

Arthur Porto made a system where each formation has their own series of numbers. These are:

NKBS: 001-399

NKLS: 400-599

Tewkesbury: 600-699

SHCSBSB: 700-799

Tainui: 800-899

Upper Kai-Iwi: 1000-1099

Waipuru: 1100-1199

Modern:1200-1299

If a formation has more specimens than designated numbers (e.g., as is the case for NKBS), then a new series of numbers are started, but with an *i* added to the number. For example, there is a specimen from NKBS with the name 000001i.