Adding type specimen to a species in the World Auchenorrhyncha Database
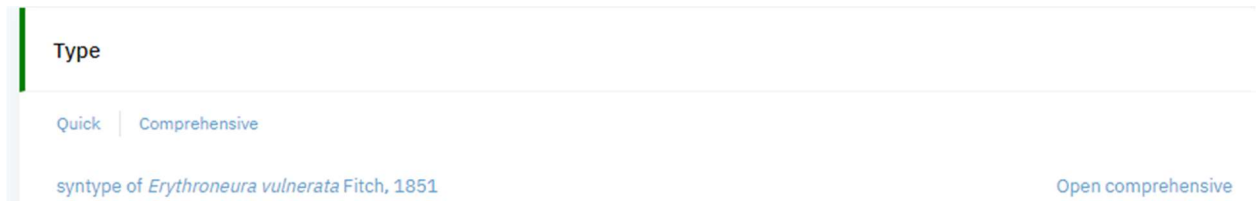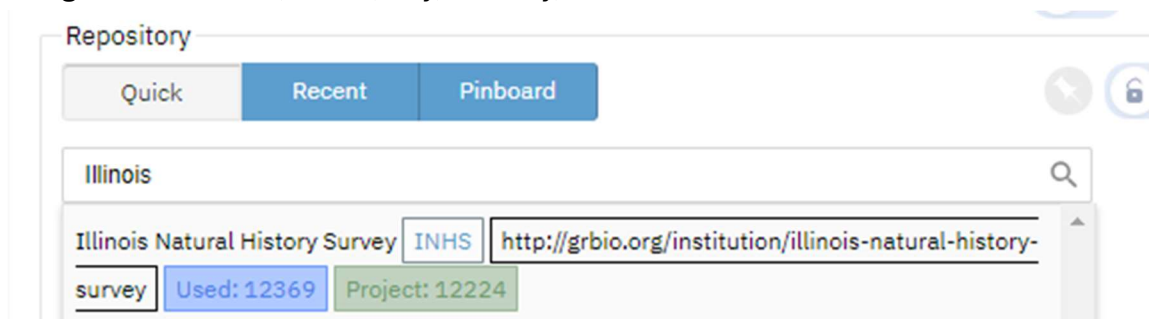
1. Check if the material was already added for the species. There are two indicators:
   a. Use **Browse nomenclature** task and find the species. If the species in question is a synonym, click on the species name in the list of synonyms. If the species does not have associated type material, a warning message will be present in the **Soft validation** section:

   Taxon name Fix all

   ⚠ Primary type is not selected 🔧
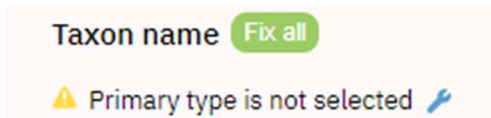
   b. Also on the species page, when you click the **Edit** button ✏
   Scroll down to the **Type** section. The section will be blank if no type exists. Otherwise, a reference to the type will be presented

   Type

   Quick | Comprehensive

   syntype of *Erythroneura vulnerata* Fitch, 1851   Open comprehensive

   To edit an existing record, please use **Open comprehensive** link
2. To create a new record, click **Comprehensive** link (for easier navigation, use the right mouse click and open the page in the next tab)
3. In the Comprehensive task, start with repository collection. Use the search box to find the collection. Some collections could be spelt differently, please try different things: abbreviation, name, city, country, etc.

   Repository

   Quick | Recent | Pinboard

   Illinois 🔍

   Illinois Natural History Survey INHS http://grbio.org/institution/illinois-natural-history-survey Used: 12369 Project: 12224

4. **Preparation**, select **Pin** if it is a pinned specimen

   # Preparation

   ○ None
   ○ Pill box
   ● Pin

5. In the **Buffered** section, 3 labels could be entered. The labels should be entered as it is as a single sentence. Those labels are related to the specimen itself. Copy and paste is appropriate to those fields.

Buffered

Buffered determinations

Buffered collecting event

```
India: Arunachal Pradesh: Khonsa, Sweep [net], 27o1'12" N, 95o34'12" E, 989 m,
11.vii.2018, Stuti
```

Buffered other labels

6. In object details, select the number of specimens and sex:

Object details

Total		Biocurations
		All
1	🔒	Adult Male Female Immature Exuvia

7. Scroll down more to the **Type material** section: If you use the procedure described in **1b**. The name of the species is already selected, but you still need to select a kind of type and click **Add** button below. If the type is lectotype or neotype, it is desirable to add a bibliographic reference to the source where it was designated.

Type material

Taxon name

Quick	Recent	Pinboard

Search... 🔍

- ○ *Aisa terna*
- ○ *Ajika*
- ○ *Ajika nana*
- ○ *Motaga*

Macropsis (Macropsis) puttarudriahi ↻

Type

- ○ paratype
- ○ paralectotype
- ○ neotype
- ○ lectotype
- ○ syntype
- ● paratypes
- ○ syntypes
- ○ paralectotypes

Source

Quick	Recent	Pinboard

Search... 🔍

- ○ Metcalf, Z.P. & Wade, V. (1965a) *General catalogue of the Homo...*

Clone my last citation

pages	☐ Is original

Add

8. **Determination** section. If the task is accessed using **1b** procedure. The determination is already set, nothing needs to be done here.

9. Next step is adding **Collecting Event** to the specimen. There are 2 option.
   a. Use the search box to find an existing collecting event. Collecting events could be added in advance, for example, all collecting events from a field notebook. Use **New Collecting Event** task for this. The form there is very similar to the Collecting Event section here.
   b. Manually enter collecting event.
10. Collecting event section consists of two parts **Verbatim** (left) and **Parsed** (right)
11. Start with **Label** field. Use **Clone from specimen** button. It will bring the locality label created at the step 5. At the same time, TaxonWorks will try to parse the date, coordinates, and elevation from the label (this does not work in 100% of cases, please verify the coordinates, dates and elevation manually).

Verbatim

Label

```
India, Arunachal Pradesh: Khonsa, Sweep net,
27o1'12" N, 95o34'12" E, 989 m, 11.vii.2018,
Stuti
```

[Clone from specimen]

Locality

```
Khonsa
```

Latitude

```
27°1'12"N
```

Longitude

```
95°34'12"E
```

Geolocation uncertainty in meters

Elevation

```
989 m
```

Habitat

Date

```
11.VII.2018
```

12. Add additional information to the Verbatim section as needed.
13. Add missing fields in the **Parsed** section. Geographic area, use the search box to find the lowest level area (Country, state/province, county/division). The selection box may have more than one option associated with different gazetteers. Please select one which **has shape** (do show it on the map), and one which was previously used in the project (indicated as number of uses).

Parsed

Geographic area

Quick	Recent	Pinboard	Map

Arun

India: Arunachal Pradesh | Unknown | has shape | 37 uses

Indian Subcontinent: East Himalaya: Arunachal Pradesh | TDWG Leve

14. Scroll down to the Collectors section, and add collectors one by one (using the search box)

Collectors

Quick	Recent	Pinboard

Stuti   Stuti

Rai, Stuti | lived: ?-? active ~ 1980-2023 | 19

uses | Taxon name author, Collector, Author

In Project

15. Save the record using the **Save** button on the top right.
16. After the record is saved, few additional steps are needed. If the specimen has coordinates, and coordinates are entered as verbatim latitude and longitude, please use **Create georeferenced from verbatim** button

Latitude

27°1'12"N

Longitude

95°34'12"E

Georeferences | Create georeference from verbatim

Start date

Year	Month	Day
2018	7	11	Today	Clone

After clicking

Latitude

27°1'12"N

Longitude

95°34'12"E

Georeferences (1) | Lat: 27.02, Long: 95.57

Start date

Year	Month	Day
2018	7	11	Today	Clone

17. If the specimen has a collection identifier code, please use the radial annotator at the top of the form to add the identifier:
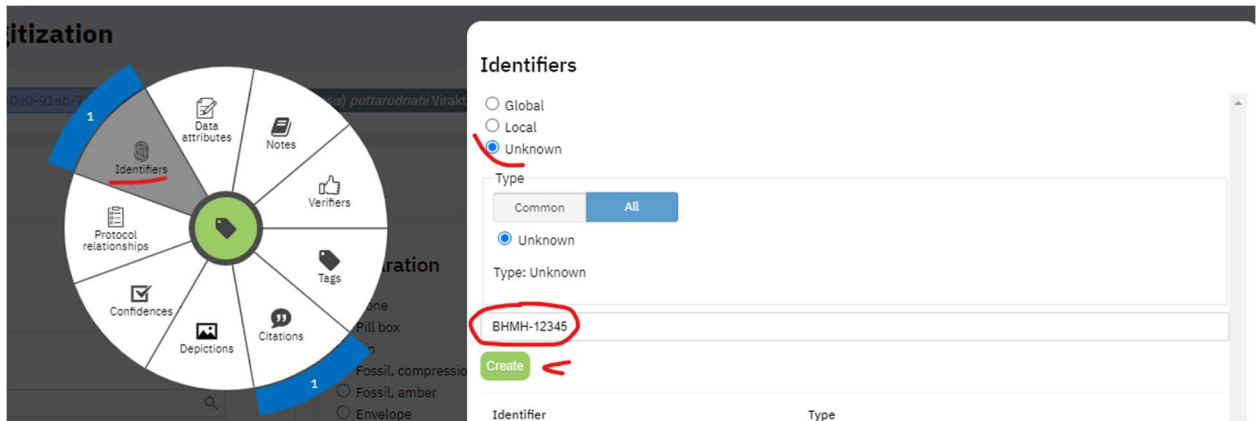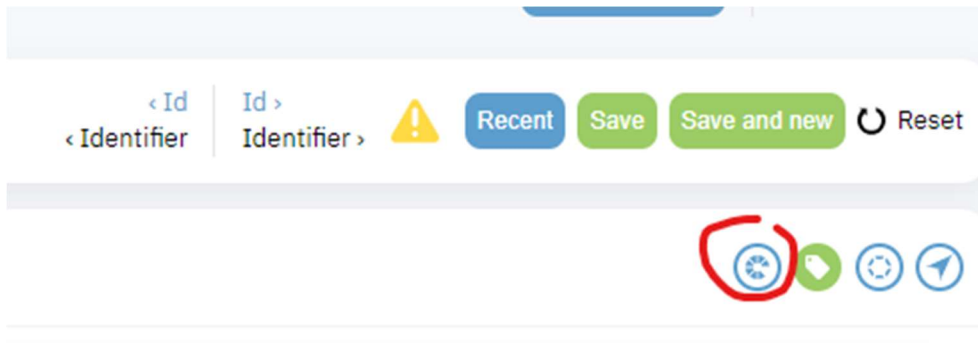
18. Close the popup window using the **Esc** button on the keyboard. And save the record again.

19. For a **non type material**, the same procedure could be used to create a record, but without the type section. If many specimens are added the species map will be generated with exact points where the species was collected.