

March 19, 2010

Regional/Project Species list and home page creation.

Overview

Remote curators can manage species lists for a particular region/project and develop a home page for the project. 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 `Antweb_reginal+species_list_example.xls` 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 the regional or Project Curators.
- 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. Note that the Taxonomic History text is not provided by the regional authority files but from the Bolton Catalog.

Below is a list of fields that can be included in the species authority file for a region. Red indicates required fields.

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)

(B) Antweb format for species names/codes.

Genus	Species	Comment
<i>Adetomyrma</i>	MG01	morphospecies code for Madagascar region
<i>Amblyopone</i>	AFRC-TZ01	morphospecies code for the AFRC collection
<i>Formica</i>	planipilis_cf	To indicate uncertainty in a name, append _cf or _nr following the name. Use _cf instead of <i>Formica planipilis</i> ?
<i>Anochetus</i>	graeffei_nr	use _cf for taxa that close to or conspecific to named taxon and _nr for taxa that are close to named taxon but not conspecific.
<i>Stenamma</i>	punctatoventre_cfCA01	
<i>Stenamma</i>	punctatoventre_cfCA02	<i>punctatoventre_cfCA02</i> is distinct from <i>punctatoventre_cfCA01</i>
Cerapachyine_genus1	MG01	unnamed genus in Cerapachyinae, unnamed species in Madagascar

Guidelines for unnamed taxa

- 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) always include numbers in morphospecies codes

(C) How to upload or update a Regional/Project Species List.

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.

- (1) Download the most current list:

Regions/Projects

Download Region/Project
Species List for:

Upload Region/Project
Species List for:
(tab-delimited .txt file)

No file chosen

Global: [All Antweb](#)

'Right-click' and 'Save Link As' to download: http://www.antweb.org/mad/madants_authority.txt

- (2) Open file in Excel
- (3) Modify species list
- (4) Save file as .txt file. This would be easy if Excel did not modify .txt files by adding double quotes to cell values. To get around this, you must select all the values and copy to a text editor such as Notepad (PC) or TexWrangler (Mac) and then save as a .txt file.
- (5) Upload modified .txt file to Antweb.

Regions/Projects

Download Region/Project
Species List for:

Upload Region/Project
Species List for:
(tab-delimited .txt file) Madagascar S...list v33.txt

After uploading, you will get a “Success” screen if the file was successfully uploaded. You will also get a report indicating if any of the names in the data file are not valid species names with respect to the current version of AntCat. Names in this report should be investigated to make sure you are using the current valid name and are spelling names as indicated in AntCat. Note that when verifying your data, also check your subfamily names.

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 the 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.

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 three can 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:

Regions/Projects

Download Region/Project
Species List for:

Upload Region/Project
Species List for:
(tab-delimited .txt file) Madagascar S...list v33.txt

Reload Region/Project
Species List for:

Edit Home Page for:

View Files in:

Upload a File to Folder: No file chosen

Pick Favorite Images
 in

HINT: (putting a * here will find all taxa in this project).

Update Field Guides for:

NOTE: Field guides will update automatically when the project's authority file is uploaded.

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:

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's 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 important role in the study of North American ants. In spite of a long history of research on the ants of Texas, the state where William Morton Wheeler developed his interest in ants, the fauna is still rather poorly known.</p>

Images:

Image One:

casent0103315_Hwebv2.jpg

Image One Links to:

<http://www.antweb.org/description.do?rank=species&name=caeciliae&genus=pseudomyrmex&project=texasants>

Image Two:

casent0103409_Hwebv2.jpg

Image Two Links to:

<http://www.antweb.org/description.do?rank=species&name=peior&genus=phaidole&project=texasants>

Image Three:

casent0173657_Hwebv2.jpg

Image Three Links to:

<http://www.antweb.org/description.do?rank=species&name=esenbeckii&genus=nomamyrmex&project=texasants>

Author Image:

LloydTXv2.jpg

Author Bio:

Texas Ant Curator

Geographic extent:

-106.74 25.67 -93.47 36.53

Locality query:

country='U.S.A.'

For examples: biogeographicregion='eurasian' or country='Peru' or adm1='California'

Map image:

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](austria/1.pdf))

If linking to website use this format: See [Ants of Fiji](http://www.fijiants.org) 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](netherlands/boer2003.pdf) (Entomologische Berichten 63: 54-58).

Slovenia Ant Curator

Download Gregor's 2003 [New species for the ant fauna of Slovenia \(Hymenoptera: Formicidae\)](slovenia/Slovenia.pdf) (Natura Sloveniae 5: 14-25)

Download Phil's 2005 [Synoptic review of the ants of California](california/Ward2005.pdf) (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 (with up to two decimal points) 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.

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: biogeographicregion, country, adm1. Put search term in "quotes".

Examples:

biogeographicregion='eurasian'

country='Peru'

adm1='California'

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

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