

How to contribute species information to Radiolaria.org

Jane K. Dolven and Hans A. Skjerpen (October 2004)

Radiolaria.org welcomes you to add information to the database. Your contributions can help build this site into a useful resource for all radiolarian researchers.

Adding information can be done in several ways. A contributor can add a species by selecting the stratigraphic/geographic location where the species is known to be present and click on the “Add species” link on top of the page. This will take the contributor through several steps (pages), where different forms are filled out. In form one (Species and original description) and two (Other description), the genus and species name along with at least one description (including author and year) is inserted. Synonym(s) and Reference(s) are entered in form three, and Image(s) with related information is added in form four. All fields marked with an asterisk (*) are required fields that need to be filled in order to submit the data into the system. Once the data entry is completed, the user can preview the contributed information. After approval, the data is submitted along with the contributors name and e-mail address.

A user may also add single pieces of information to a species that is already registered in the system. This is done by selecting the species of interest, locating the “Add”-link on top of each page in the submenu (e.g. Add description, Add image, Add synonym/reference), filling out form(s), and submitting the information.

When data are submitted into the system (either way described above), it is not instantly made visible on the site, but placed in an administration area and flagged for review. Web-editors are allowed to log on to the administration system (with a username and password) and check submitted material flagged for review. A web-editor is assigned a certain geographic or stratigraphic area, according to his/her expertise, and reviews all information related to this area. The role of web-editors is to ensure that the information submitted: 1) is (with regards to species descriptions, synonyms and references) based on published material with correct citations; and 2) that the images, distribution and web-links are correctly assigned. If the web-editor finds errors, or judges the data entry to be insufficient or wrong, and needs to contact and discuss with the contributor, he/she can use the name and email that was submitted with the content. The review process (checking of submitted material before it is made online on the website) also prevents intentional sabotage by online pranksters.

What to add, how to do it and standard formatting of text

The goal of the Radiolaria.org-project is to gather high-quality information about radiolarians from all time periods and make this available online. One way to acquire data of good quality is to use information published mainly in peer-reviewed books, journals and electronic publications. In Radiolaria.org we are basing the content of species names, descriptions, synonyms and references solely on published data. It is important that these citations are correct. Non-published info can be placed in the discussion/comment section under each species.

Before you start adding information, please make sure it is not already in the system. You can check this by using the search-functionality at www.radiolaria.org/search.htm, and there search for e.g. species, synonyms and descriptions.

As mentioned above, the information is added by filling out forms (e.g. http://www.radiolaria.org/add_help.htm). The forms contain certain required fields which must be filled out before submitted. These are marked with * (an asterisks). Most forms also include examples of how the text should be formatted. Please try to follow these examples as this will help us process and display the information in a uniform way.

Adding info about a new (i.e. unregistered) species:

Name

Fill in the name of the species (e.g. *Cycladophora davisiana*). The system will automatically write this in italic.

Author(s)

If one author write: last name (e.g. Ehrenberg).

If two authors write: last name and last name (e.g. Nigrini and Moore)

If three authors or more write: “last name of first author” et al. (e.g. Bjørklund et al.)

Write the species author name in parenthesis if the genus name has been changed after the original description (Use the rules of the International Code of Zoological Nomenclature).

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Species and original description (* are required fields)

* Name [e.g. <i>Cycladophora davisiana</i>] <input type="text" value="Rhizoplegma boreale"/>	Original description <input type="text" value="Hexadoras borealis:
Primordial shell: irregularly spherical, 0.03 to 0.04mm in diameter with irregular, rounded or polygonal pores, 2 to 3 on the radius, and thin bars. Spines six, exceptionally more, strong, with triangular apophyses in the middle.

Outer shell: a rounded or octahedral, more or less intricate network of anastomosing, siliceous threads, issuing from the proximal edges of the spines. Spines usually six (rarely as in Rhizoplegma 8 to 10) strong, three-sided, and slightly spirally twisted, with elegantly aculeate, winged edges."/>
* Author(s) [e.g. Ehrenberg] <input type="text" value="(Cleve)"/>	
* Year [e.g. 1862] <input type="text" value="1899"/>	
* Type <input type="radio"/> Nassellaria <input checked="" type="radio"/> Spumellaria <input type="radio"/> Phaeodaria	
* Original Appearance <input type="text" value="Nordic Seas"/>	
<input type="button" value="Insert"/>	

Please write the name that Cleve used in 1899 (*Hexadoras borealis*) on top of his description.

Remember to click “Insert” before you continue to “Other description” or “syn/refs”.

Year

Use four numbers (e.g. 1862).

Type

Check off one of the following: Nassellaria, Spumellaria or Phaeodaria. This will decide where the species will be displayed on the web page.

Distribution (Original Appearance)

The distribution is selected by using the pull-down menu. When you add information on the distribution of a species please make sure that the species has been documented (described/pictured) in one or more papers (and please add this info under synonym/references). If the species has not been documented in the period/area by a publication, please make sure to add a photo with information about sample location, latitude/longitude, period etc.

Original description or other Description

When adding a species you need to include either the original description or another description that has been published (you can also add both). It is important that this text is correctly quoted. If you have the description already in a text-file you can easily copy and paste it into the form-box.

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Other description (optional)

Author(s) <input type="text" value="Jørgensen"/>	Description <input type="text" value="Easily recognized by the characteristic interwoven pyramids around the main spines. Haeckel depicts similar pyramids for Rhizoplegma lychnosphera. The inside shell is irregular, not quite round; sometimes resembling a"/>
Year <input type="text" value="1905"/>	
<input type="button" value="Insert"/>	

Synonyms

When adding a species (with name, original author and year) make sure to also use this information under the first synonym.

Plate/figure format:

If only plate write: pl. 2

If plate and figure write: pl. 2, fig. 1

If plate and figures write: pl. 2, figs. 1-6

If several plates and figures write: pl. 2, figs. 1-6; pl. 4, fig. 3

If only figure(s) write: fig. 2 (or figs. 2-4)

If only page write: p. 297

References

Search for a reference by writing in the author name [if you do not have "æ/ø/å", e.g. Bjørklund - you can search for "lund"] and click on the "Find Reference" button.

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Synonyms new	Reference
* Synonym [e.g. Cycladophora davisiana] <input type="text" value="Hexadoras borealis"/>	* Search for reference by author name [if you do not have "æ/ø/å", e.g. Bjørklund - you can search for "lund"] <input type="text" value="Cleve"/>
* Author [e.g. Ehrenberg] <input type="text" value="Cleve"/>	<input type="button" value="Find Reference"/>
* Year [e.g. 1862] <input type="text" value="1899"/>	
* Plate/figure [e.g. p. 297] <input type="text" value="pl. 2, fig. 4"/>	
<input type="button" value="Insert"/>	

Your registered synonyms & references

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Synonyms new	Reference
* Synonym [e.g. Cycladophora davisiana] <input type="text" value="Hexadoras borealis"/>	* Search for reference by author name [if you do not have "æ/ø/å", e.g. Bjørklund - you can search for "lund"] <input type="text" value="Cleve"/>
* Author [e.g. Ehrenberg] <input type="text" value="Cleve"/>	<input type="button" value="Find Reference"/>
* Year [e.g. 1862] <input type="text" value="1899"/>	
* Plate/figure [e.g. p. 297] <input type="text" value="pl. 2, fig. 4"/>	

Reference Search Results

(Click number to select). Light gray results are references that we have not yet validated.

<input type="button" value="21"/>	Cleve, P. T., (1899a) Plankton collected by the Swedish Expedition to Spitzbergen in 1898 Kungliga Svenska Vetenskaps Akademiens Handlingar, vol. 32 (3): 1-51
<input type="button" value="882"/>	Cleve, P. T., (1899b) Plankton researches in 1897 Kongliga Svenska Vetenskapsakademiens handlingar vol. 32, no. 7, 1-32

When you have located the correct reference click on the attached number to add it (e.g. 21)

If you can not find a particular reference, please send the complete reference info to jane@radiolaria.org, and it will be added for you.

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Synonyms new	Reference
* Synonym [e.g. Cycladophora davisiana] <input type="text" value="Hexadoras borealis"/>	Author(s): Cleve, P. T.,
* Author [e.g. Ehrenberg] <input type="text" value="Cleve"/>	Year: 1899a
* Year [e.g. 1862] <input type="text" value="1899"/>	Title: Plankton collected by the Swedish Expedition to Spitzbergen in 1898
* Plate/figure [e.g. p. 297] <input type="text" value="pl. 2, fig. 4"/>	Publisher: Kungliga Svenska Vetenskaps Akademiens Handlingar, vol. 32 (3): 1-51
<input type="button" value="Insert"/>	<input type="button" value="Search for Reference"/>

Your registered synonyms & references

Remember to click "Insert" before continuing to add more syn/refs or going to the "Image"-page.

Image

Preparing images before submission: Before adding images, please make sure they are 250 pixels wide and on the jpg format. This can easily be achieved using Adobe Photoshop/Corel Photo Paint (or another image application):

If your picture is larger than 250 pixels	<ul style="list-style-type: none"> • <i>Open image...</i> Menu: File -> Open (select image) • <i>Resize to 250 pixels wide...</i> Menu: Image -> Image size -> set to 250 pixels (remember to check constrain proportions checkbox) • <i>Save for web...</i> Menu: File -> Save for web -> select jpg/jpeg from the pulldown • If asked about quality select "high"/60
If your picture is smaller than 250 pixels	<ul style="list-style-type: none"> • <i>Open image...</i> Menu: File -> Open (select image) • <i>Resize to 250 pixels wide...</i> Menu: Canvas size -> set width to 250 pixels (remember to have the white box in the middle) • <i>Save for web...</i> Menu: File -> Save for web -> select jpg/jpeg from the pulldown • If asked about quality select "high"/60

Add an image by browsing your computer. If possible fill in on the information regarding Sample (e.g. MD95-2011), Location (e.g. Nordic Seas), Latitude (e.g. 66.5818N), Longitude (e.g. 07.3836E) and the name of the person who took the pictures. Additional information can be posted under Comments.

Image

* Image [.jpg from your computer]

Sample [e.g. MD95-2011]

Location

Latitude [e.g. 66.5818N]

Longitude [e.g. 07.3836E]

Photo by

Comments

Image

* Image [.jpg from your computer]

Sample [e.g. MD95-2011]

Location

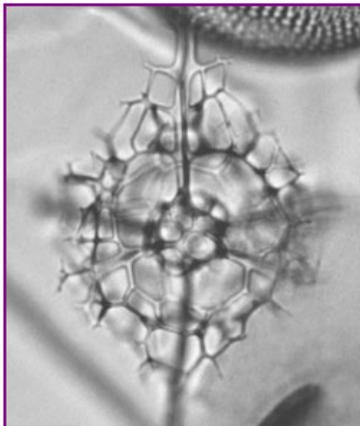
Latitude [e.g. 66.5818N]

Longitude [e.g. 07.3836E]

Photo by

Comments

Your registered images



Sample

MD95-2011

Location

Nordic Seas

Latitude

66.5818N

Longitude

07.3836E

Photo by

Jane K. Dolven

Comments

[Image](#)

Preview

Once you completed the data entry, you can preview the contributed information. If you find mistakes you can click on one of the links on top of the page and correct/change what you have submitted. Do not use the “Back” button in your browser!

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Your registered Species

Rhizoplegma boreale
(Cleve) - 1899
spumellaria - Nordic Seas

Your registered descriptions

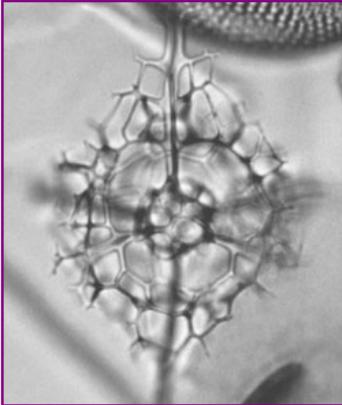
(Cleve) 1899 *Hexadoras borealis*: Primordial shell: irregularly spherical, 0.03 to 0.04mm in diameter with irregular, rounded or polygonal pores, 2 to 3 on the radius, and thin bars. Spines six, exceptionally more, strong, with triangular apophyses in the middle. Outer shell: a rounded or octahedral, more or less intricate network of anastomosing, siliceous threads, issuing from the proximal edges of the spines. Spines usually six (rarely as in *Rhizoplegma* 8 to 10) strong, three-sided, and slightly spirally twisted, with elegantly aculeate, winged edges.

Jørgensen 1905 *Rhizoplegma boreale*: Easily recognized by the characteristic interwoven pyramids around the main spines. Haeckel depicts similar pyramids for *Rhizoplegma lychnosphæra*. The inside shell is irregular, not quite round; sometimes resembling a cube in shape, sometimes it is more like an octahedron. The pores are uneven, irregular, polygonal, averaging about 10µm. The intermediate walls between the pores are not broad, differently developed, but never having the distinct broader corners which correspond to the rounded lumen of the pore. A few small, short, needle-shaped byspines are found here and there on the beams, but not regularly in the corners.

Your registered synonyms and references

<i>Hexadoras borealis</i> - Cleve, 1899	Cleve, P. T., - 1899a
<i>Rhizoplegma boreale</i> - Jørgensen, 1905	Jørgensen, E., - 1905

Your registered images

	Sample: MD95-2011
	Location: Nordic Seas
	Latitude: 66.5818N
	Longitude: 07.3836E
	Photo by: Jane K. Dolven
	Comments:

[Image](#)

Information about you!

Your name:
 Please enter your name and your email.

Your email:
 This will make it possible for us to contact you. Your contribution will become online as soon as possible.

Thank you for your contribution.

After approval, write your name and e-mail address and click on the “Submit Species”-button.

Adding info to an already registered species:

Description, synonyms and references

Additional descriptions, synonyms and references can be added by clicking on the “Add descriptions”, “Add synonym” and “Add reference” under each species. Please follow the same standard as described above.

Distribution

If you would like to add information on the distribution of a species that is already in the system please make sure:

- 1: That the species has been documented (described/pictured) in one or more papers. Please send the reference (of this book/journal) to team@radiolaria.org so they can add this publication as a reference under the species.
- 2: If possible, please also document the species (in the area you have clicked off) by adding your own photo (preferable with a scale bar) at the “Image”-page. Please make sure to include sample location (e.g. Nordic Seas), latitude/longitude of the sample and your name. If you prefer you can also e-mail your photo and information to team@radiolaria.org, and they will add it for you.
- 3: If the species is new to the region (not documented by a publication), you are allowed to register the species only if you provide a picture with information (see above).
- 4: Finally, to register the species you need to click of the appropriate checkbox(es), fill in your full name and e-mail address in the textboxes at the bottom of the page, and press “submit”. Your additions will become visible after a web editor has made them online. If any question(s), the web editor will make contact with you.

Discussion/Comments

Under this forum radiolarian researchers can exchange ideas and opinions, add comments and suggestions, and post related non-published material about a particular species. Adding a comment can be done by filling out the forms under “New comment/discussion” found under each species.

Web link

When adding a web link please include a title and short description in addition to the url.
e.g. Boltovskoy, 1998
Cornutella profunda: fig. 15.127.
Note that the url must include <http://> (E.g. http://palaeo-electronica.org/1998_2/boltovskoy/fig15127.htm)

Problems/bugs

Radiolaria.org is still under development and we are constantly trying to improve the site. If you come across problems or bugs please report this to jane@radiolaria.org or hans@one.no, and we will do our best to help you. Good luck with your contributions and thank you for submitting to Radiolaria.org!

Radiolaria.org team