

Recording Form Instructions

Please put all of your records on the one sheet, leaving no blank rows between.

Numbers

Actual Numbers are preferred but you can enter the following in the appropriate column:-

A = 1 B = 2-9 C = 10-29 D = 30-99 E = 100+

M = Mating N = Nests O = Eggs L = larvae P = Pupae

Please enter only simple numbers; do not enter ranges of numbers (e.g. 15-20), 100+, or any annotation.

Habitat Codes

1=Sea Shore/Cliff/Salt Marsh/Dunes etc.	51=Raised/Lowland Bog
2=Freshwater Edges (Lakes/Rivers/Canals)	52=Blanket/Upland Bog
6=Rocky Inland Habitats/Screes etc.	54=Marshes/Fens
31=Heath/Scrub	81=Fertilized/Improved/Reseeded Grassland
34=Calcareous Grassland	82=Crops
35=Acid Grassland	84=Tree Lines/Hedges/Small Woods
38=Meadow (Unimproved)	85=Parks/Gardens/Churchyards
41=Broad-leaved Woodland	86=Urban/Industrial Areas
42=Native Coniferous Woodland	87=Fallow/Waste/Disturbed Land
43=Mixed Woodland	89=Quarries/Pits
83= Orchards/Plantation Forestry	90=Road/Rail Verges, Cuttings etc.

'EG' 31/35

Dates

Please use the date format dd/mm/yyyy or dd/mmm/yyyy (and make sure the year is shown in full - e.g. '2016', and not just '16')

For Example 20/01/2016 or 20-Jan-2016

Grid Reference

Please do not leave any spaces, or put any other characters in the grid reference field –

i.e. 'SP467238' and NOT 'SP 467 238' or 'SP/467238'

If possible 6 (or 8) figure reference but if not 4 figure.

A good application to use can be found at:

Grab a Grid Reference

<http://www.bnhs.co.uk/focuson/grabagridref/html/index.htm>

We are currently standardising frequently used sites and grid reference and posting them on the recording module of the website.

The records are sent to Butterfly Conservation, the Biological Records Centre and their partners on the understanding that the data provided by the recorder will be entered into a computerised database and will be used for nature conservation, research, education and public information. The information remains the property of the recorder at all times.

Butterfly Conservation

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Butterfly Conservation

Lincolnshire Branch

