
Guidance for County Moth Recorders

Submitting Spreadsheets to the National Moth Recording Scheme (NMRS)

Version 2

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Introduction

- This document is aimed at spreadsheet users.
 - **MapMate users**, please refer to the document “MapMate Sync to the National Moth Recording Scheme (NMRS)”.
 - **Recorder 6 users**, please refer to the document “Recorder 6 Exchange to the National Moth Recording Scheme (NMRS)”.

By far the most popular method of maintaining moth records, the spreadsheet in its simplest form is a table of free-text records with one-record-per-row with the field headings in the first row.

We regret, we cannot accept spreadsheets in summary or pivot table formats.

General Data Protection Regulations (GDPR)

Important! All spreadsheets must be encrypted before sending to the NMRS.

- Go to File tab → Save As → Browse → Tools (next to the Save button) → General Options → Password to open → Enter a password → OK.
- Inform the NMRS of the password in a separate email.

Data Fields

The headings described here are taken from the MapMate Import Specification, the most popular database of choice for moth recorders. Ideally, database software should be used (if only because a database will validate during data entry) or similar; however, the same column headings or similarly worded headings are relevant irrespective of the choice of electronic storage by the moth recorder.

All datasets, irrespective of their source and format, received by the NMRS are initially imported into MapMate to provide a common focal point for data validation and feedback as necessary to CMRs. Once validated, data are exported from MapMate in the correct Recorder 6 format for importing into the NMRS database.

- Taxon – recorded taxon.
- Site – recorded site (max. 64 characters).
- Gridref – recorded grid reference.
- VC – recorded vice-county.
- Recorder – name of the recorder (max. 64 characters).
- Determiner – name of the determiner (max. 64 characters).
- Date – specific date or vague date of the record.
- Quantity – quantity recorded.
- Method – recording method (max. 255 characters).
- Sex – recorded sex.
- Stage – life stage of recorded taxon (max. 64 characters).
- Status – breeding/record status of this taxon for this record.
- Comment – any additional, pertinent comment for this record (max. 255 characters).

Any other fields or columns not described above will be considered and checked for relevant data.

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Data Field Descriptions

Taxon – recorded taxon.

The scientific name of the species, preferably the current names published in Agassiz, D.J.L., Beavan, S.D. & Heckford, R.J. 2013, A checklist of the Lepidoptera of the British Isles (also known as 'ABH') and subsequent addenda and amendments published in the Entomologist's Record and Journal of Variation.

Site – recorded site (max. 64 characters).

- A descriptive name of the recorded site.
 - Please do not use any personally identifiable parts of a postal addresses (i.e. house names, house numbers or post codes) in site names.
 - Confidential sites: If a site is confidential, please use an ambiguous site name so not to identify that site (e.g. the name of the vice-county).

Gridref – recorded grid reference.

Please use one of the following grid reference systems and be as precise as possible, using uppercase alpha-characters and no spaces:

- OSGB
- OSNI
- WA/WV (Channel Islands)

Regretfully, records submitted with no grid reference cannot be imported into the NMRS database.

Confidential sites: For confidential sites, blur the grid reference to a suitable resolution (e.g. 2km or 10km).

VC – recorded vice-county.

The vice-county number or name (See Appendix 1.)

Recorder – name of the recorder (max. 64 characters).

- The name of the recorder or delimited names of recorders.
 - Recorder names will only be used to define the ownership of a record for verification purposes or acknowledgement.

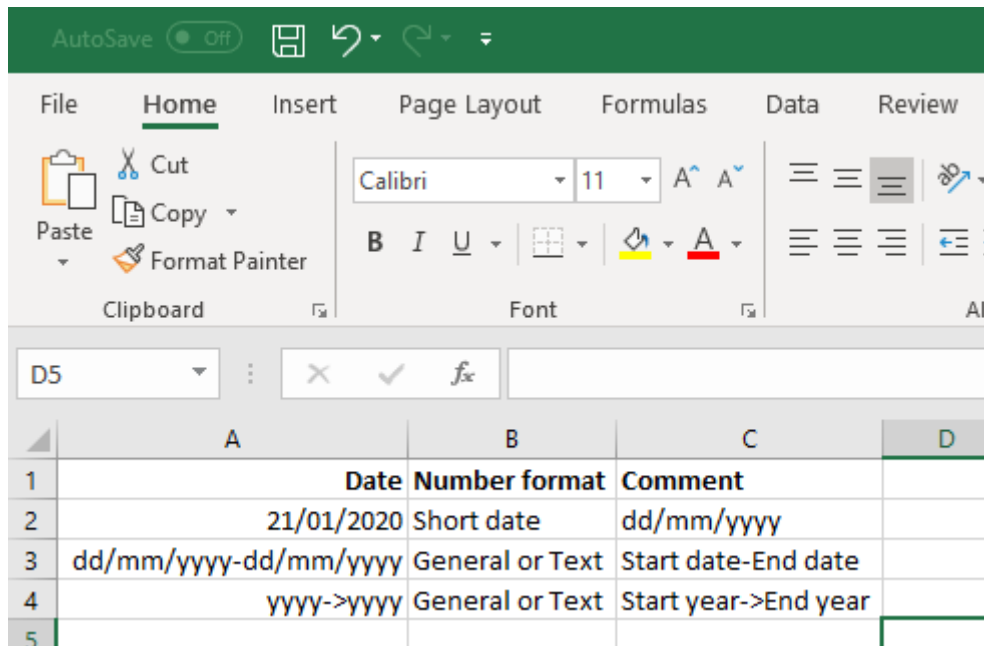
Determiner – name of the determiner (max. 64 characters).

- The 'determiner' is the person who identified the species. Usually this will be the same as the recorder; however, this may also be another recorder or specialist who confirmed the determination.
- There should only be a single determiner in the Determiner field; however, a 2nd determiner can be noted in the Comment field.
- Please use the determiner name 'Undetermined' to represent dubious or unverified records – do not leave the field blank.
 - Please consider maintaining a separate spreadsheet of dubious or unverified records.

Date – specific date or vague date of the record.

The screenshot below demonstrates the desired date formats and the appropriate cell number format.

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- **Caveat:** The use of any other date or cell format may result in date errors during validation before data are imported into the NMRS, especially where specific dates are concerned.
 - Excel is notorious for causing issues with dates and under certain conditions will transpose British dates to American dates which completely changes the context of the date (e.g. 01/06/2019 to 06/01/2019.)
- **Bred ex...:** If the record is of a collected immature stage and bred through, please enter the date the specimen was collected and not the date the adult emerged. The emergence date of the adult can be entered in the comment of the record.

Quantity – quantity recorded.

- If a species is present but no abundance is recorded, please use '0' (zero) or 'Present'.
- Zero-abundance or absence records are not required by the NMRS.

Method – recording method.

- Use this field to note the method of recording (e.g. MV light; Light trap; Field observation; Daytime observation; Dusking; Netted...) If a light trap, please specify the method by bulb type where known (e.g. 125W MV; 30W Actinic...)
- Please do not use the recorded life stage to describe the recording method.
- **Bred ex...:** If the record is of a collected immature stage and bred through, please use the recording method 'Field Observation' or similar and enter a comment stating it was bred through.

Sex – recorded sex.

- If specific gender is recorded, please create separate records for each sex, otherwise use the term 'Mixed Sex Group' or 'Pair' (i.e. in copulation) in a single record.

Stage – life stage of recorded taxon (max. 64 characters).

- Adult; Larval; Larval web; Mine (tenanted); Mine (vacated); Pupal; Exuviae; Gall; Dead; Not recorded etc.

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- **Bred ex...:** If the record is of a collected immature stage and bred through, please enter the appropriate immature life stage collected and not 'Adult'.

Status – record status of the recorded taxon (max. 64 characters).

Usually Not recorded is entered; however,

- if the record was of an adventive or imported species or specimen, please enter 'Adventive' in this column.
- if the record is considered confidential, please enter 'Confidential' in this column.

Comment – any additional, pertinent comment for this record (max. 255 characters).

Any relevant comment can go here, record whether you have a photo, retained voucher specimen, bred it through or seen the genitalia, or if anyone else saw and confirmed your identification - this is extremely useful supporting evidence, especially for rare or difficult species, and the more you can put in here the better!

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In all instances, if there are any queries whatsoever, however big or small, or errors in this document, please do not hesitate to contact Les Evans-Hill, Senior Data Manager, via email levans-hill@butterfly-conservation.org or telephone 01929 507015.

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Appendix 1.

VC Number	VC Name	VC Number	VC Name
1	West Cornwall	40	Shropshire
2	East Cornwall	41	Glamorganshire
3	South Devon	42	Breconshire
4	North Devon	43	Radnorshire
5	South Somerset	44	Caerfyrddyn (Carmarthenshire)
6	North Somerset	45	Pembrokeshire
7	North Wiltshire	46	Ceredigion (Cardiganshire)
8	South Wiltshire	47	Montgomeryshire
9	Dorset	48	Meirionydd (Merionithshire)
10	Isle of Wight	49	Caernarfon (Caernarvonshire)
11	South Hampshire	50	Denbighshire
12	North Hampshire	51	Flintshire
13	West Sussex	52	Anglesey
14	East Sussex	53	South Lincolnshire
15	East Kent	54	North Lincolnshire
16	West Kent	55	Leicestershire & Rutland
17	Surrey	56	Nottinghamshire
18	South Essex	57	Derbyshire
19	North Essex	58	Cheshire
20	Hertfordshire	59	South Lancashire
21	Middlesex	60	West Lancashire
22	Berkshire	61	South-east Yorkshire
23	Oxfordshire	62	North-east Yorkshire
24	Buckinghamshire	63	South-west Yorkshire
25	East Suffolk	64	Mid-west Yorkshire
26	West Suffolk	65	North-west Yorkshire
27	East Norfolk	66	Durham
28	West Norfolk	67	South Northumberland
29	Cambridgeshire	68	North Northumberland (Cheviotland)
30	Bedfordshire	69	Westmorland & North Lancashire
31	Huntingdonshire	70	Cumberland
32	Northamptonshire	71	Isle of Man
33	East Gloucestershire	72	Dumfriesshire
34	West Gloucestershire	73	Kirkudbrightshire
35	Monmouthshire	74	Wigtownshire
36	Herefordshire	75	Ayrshire
37	Worcestershire	76	Renfrewshire
38	Warwickshire	77	Lanarkshire
39	Staffordshire	78	Peebleshire

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79	Selkirkshire	100	Clyde Islands
80	Roxburghshire	101	Kintyre
81	Berwickshire	102	South Ebudes
82	East Lothian (Haddingtonshire)	103	Mid Ebudes
83	Midlothian (Edinburgh)	104	North Ebudes
84	West Lothian (Linlithgowshire)	105	West Ross.
85	Fifeshire	106	East Ross.
86	Stirlingshire	107	East Sutherland
87	West Perthshire	108	West Sutherland
88	Mid Perthshire	109	Caithness
89	East Perthshire	110	Outer Hebrides
90	Angus (Forfarshire)	111	Orkney
91	Kincardineshire	112	Shetland (Zetland)
92	South Aberdeenshire	113	Channel Islands
93	North Aberdeenshire	H33	Fermanagh
94	Banffshire	H36	Tyrone
95	Moray (Elgin)	H37	Armagh
96	East Inverness & Nairn (Easternness)	H38	Down
97	West Inverness (Westernness)	H39	Antrim
98	Main Argyll	H40	Londonderry
99	Dunbartonshire		