

## Devon Butterfly Data Entry Guide

**Taxon** – common or scientific name, not both, no abbreviations.

**Site** – Try to use a name that appears on an Ordnance Survey map. No abbreviations, no precise addresses, if appropriate give general area before precise name. Do not add Devon, South Devon, North Devon as that is apparent from the vice county. Site names which simply say “garden”, “allotment” or similar are of no use. Use initial upper case e.g. Budleigh Salterton not Budleigh salterton

**Grid reference** – Records are often found to have a discrepancy between the site name and grid reference. Such records cannot be accepted. It is therefore recommended that the grid reference is obtained using an online resource or a GPS device. It also avoids grid references being submitted that are out at sea. Suitable resources are: <https://gridreferencefinder.com/> or <https://www.bnhs.co.uk/2019/technology/grabagridref/gagr.php>

Give the grid ref as accurately as appropriate e.g.

2 figures = a 10Km square, 4 figures = a 1Km square, 6 figures = a 100M square. It is rarely helpful or useful to use 8 or 10 figure grid references, so they are usually best avoided.

**Vice county** – enter 3 for South Devon or 4 for North Devon. If it is not obvious then enter the grid reference into <http://herbariaunited.org/gridrefVC/> which will tell you the answer. Note the vice county boundaries do not necessarily exactly follow the county boundary.

**Recorder** – The format of case, punctuation, spacing with surname first should be Hurst, Pete or Hurst, P. or Hurst, Pete & Henwood, Barry or Hurst, P. & Henwood, B. An incomplete name should not be used. (for moths see link for name format <https://devonmoths.org.uk/wp-content/uploads/2020/03/Instructions-for-submitting-records-February-2020.pdf>)

**Determiner** – as for Recorder

**Date** – dd/mm/yyyy It is possible to enter a vague date, but this should be avoided whenever possible. The vague date format is dd/mm/yyyy to dd/mm/yyyy. Importantly make sure your spreadsheet is not set up in American date format – to do this highlight the date column, CTRL 1, select date in the box that appears, location should say English (U.K.). If not you will need to change it to that.

**Quantity** – a precise number or “present” If present is entered there is an option to enter an approximate number in the Comment column

**Method** – any useful description e.g. field observation, light trap, searching by night

**Sex** – male, female, pair (if mating) or simply enter “u” for unknown. If you want to record e.g. 2 male, 3 female enter “u” and the precise details in comment.

**Stage** – egg; egg-batch; egg, dead; larval; larval feeding signs; larval spinning; larval web; larval, dead; pupal; pupal, dead; pupal exuviae; cocoon; adult; dead. If found dead it is important to record as such in this column otherwise it will create errors in phenology analysis.

**Status** - this field is required but not useful in our context. Enter "Not recorded"

**Comment** - optional free entry, can be left blank. Particularly useful for recording what a larva was feeding on.