

Author Guidelines for the Submission of Scientific Taxon Descriptions to Florabase

Introduction

Scientific taxon descriptions include taxonomic and diagnostic features and are complementary to the present brief taxon descriptions appearing on the taxon profile pages in Florabase. Scientific descriptions differ from brief descriptions in that they are more detailed, textual descriptions written and maintained by the author.

These guidelines aim to simplify the task of getting taxon descriptions into Florabase and to expedite the process of maintaining those descriptions should they need to be changed. The HTML format is chosen because it is easy to create from most software, including Microsoft Word, and it is also easily accessible to the Publishing System software.

By following these guidelines, an author can expect to see their descriptions available in Florabase the day after submission. An author may submit changes to their descriptions as often as necessary to keep the information up-to-date. Florabase project team members will not concern themselves with the content of the description, only the formatting and style. Descriptions will carry the authors' names but will not be individually refereed.

Project Metadata

Upon initial submission of a new set of descriptions, the submitting author should supply the following information:

- The project's full title
- A list of project authors, their email addresses and the primary contact for the project
- A description of how each file is named (see [Filename](#), below)
- The tag used in each description for the title metadata, commonly `<h1>`
- The tag used in each description for the authorship metadata, commonly `<h2>`

Components of a description

A static description file comprises the following:

- Title
- Authorship
- Description

- Citation

Each of these components is to be provided in a single file in HTML format. The content of the description should not link to any images or other content unless agreed to by the Florabase project team, and no ancillary files should be supplied with the descriptions.

Filename

The file name for each description may be in one of two formats:

1. `<NameID>.html`
2. `<Genus>_<Species>_<Rank>_<Infraspecies>.html`

where:

- `<NameID>` is the unique number assigned to that taxon when the taxon is added to WACensus
- `<Genus>` is the generic epithet of the described taxon's name
- `<Species>` is the specific epithet of the described taxon's name
- `<Rank>` is the short name of the rank of the described taxon's name, for example, `subsp.`
- `<Infraspecies>` is the infraspecific epithet of the described taxon's name

A description of *Lechenaultia formosa* subsp. Wheatbelt (R.J. Cranfield 4718) may be supplied as `19111.html` or as `Lechenaultia_formosa_subsp. Wheatbelt (R.J. Cranfield 4718).html`.

It is possible to load descriptions from files named according to some other variations of these.

Title

The title of the description is optional, but when supplied should be valid HTML in a `<h1>` tag:

```
<h1><i>Lechenaultia formosa</i> subsp. Wheatbelt (R.J. Cranfield 4718)</h1>
```

When the description is displayed in Florabase, the full name of the taxon—retrieved from WACensus by its NameID—is used instead of the value in the `<h1>` tag. Consequently, the title's value is optional, but it is allowed so that the source file can be used in other contexts.

Authorship

The full name of the contributing author may be added after the title, in the following format:

```
<h2>A.N. Author</h2>
```

The authorship may instead optionally be supplied in the form:

```
<p>Contributed by: A.N. Author.</p>
```

When no authorship is supplied, this information is retrieved from the authorship supplied as part of the description project. That is, the person submitting the descriptions.

Description

There is no limit to the description's length. Formatting follows that of the [WA Herbarium's scientific journal](#), *Nuytsia*.

HTML descriptions should not contain style information, as these will be replaced by the styles already in use in Florabase.

Citation

Sources used to generate descriptions, both literature and software, may be acknowledged. Add this information after the taxon description in the following format:

```
<p class="cite">Descriptions were generated using DELTA data format and DELTA software: Dallwitz (1980) and Dallwitz, Paine and Zurcher (1993 onwards, 1995 onwards, 1998).</p>
```

Use as many of these paragraphs as required to document the citation.

Date of Update

The date of description is determined from the date of last modification of the file when it is submitted.

Creating and Submitting Descriptions

An example of the format for descriptions is shown in Appendix 1.

Software

A number of software titles can be used to create these descriptions, however the most common will be the DELTA System, Lucid's tools such as Fact Sheet Fusion, and Microsoft Word. We are interested only in the individual taxon description files, not any ancillary files that may be generated by these tools. Please consult the documentation provided with the software you are using for ways to export to HTML.

In Microsoft Word, it is possible to output correctly-formatted HTML by using the Heading 1 style for the taxon name and Heading 2 for the authorship.

Submitting Descriptions

Contact the Herbarium by filling out the contact form in Florabase.

Appendices

Appendix 1. An Example of the Description Format

```

<!doctype html>
<html lang="en">
<head>
<title>HTML Title</title>
</head>
<body>
<h1>*<i>Cardiospermum halicacabum</i> L. var. <i>halicacabum</i></h1>
<h2>Weed Information Network Team</h2>
<p><strong>Common name(s). </strong> Balloon Vine.</p>
<p><strong>Habit.</strong> Perennial, broad-leaved, herbaceous climbers (creeping or climbing by tendrils), up to 8 m high.</p>
<p><strong>Leaves.</strong> Alternate, spiral, compound, bipinnate or multiply compound (biternate), petiolate, petiole 10–57 mm long. <i>Leaflet blade</i> 28–62 mm long, 10–43 mm wide, elliptic or oblong or ovate or triangular, base tapering (attenuate and decurrent), margins serrate or dentate (or deeply incised), apex acuminate or acute. Blade with indumentum. Indumentum hairy (puberulent veins, ciliate margins), hairs simple.</p>
<p><strong>Flowers.</strong> Arranged in inflorescences, in racemes (complex, cymose, bracteate), predominantly white, very irregular, the floral asymmetry involving the perianth or the androecium, pedicellate, pedicel 1–4 mm long, perianth 2-whorled. <i>Calyx</i> 0.8–4 mm long, 4 sepals, all sepals free. <i>Corolla</i> 1.5–5 mm long, 4 petals, all petals free. <i>Stamens</i> 8, free of the perianth, both opposite and alternating with the corolla parts, free of each other. Anthers more or less versatile, dehiscent via longitudinal slits. <i>Ovary</i> syncarpous, superior, 3-celled. Ovules 1 per cell. <i>Styles</i> 1, simple (with 3-lobed stigmas).</p>
<p><strong>Fruit.</strong> Dehiscent, a capsule, non-fleshy, 12–41 mm long (inflated, subglobose), 15–44 mm wide.</p>
<p><strong>Distribution.</strong> Western Australia, Northern Territory, Queensland, New South Wales. Alien to Australia, alien to Western Australia, naturalised.</p>
<p><strong>Native distribution.</strong> Common as a weed in warm countries.</p>
<p><strong>Habitat.</strong> In sand, loam, wet soil (silt); occupying river beds and banks, floodplains; growing in disturbed natural vegetation (roadside weed).</p>
<p><strong>Flowering period.</strong> January, February, March, April, May, July, December.</p>
<p class="cite">The descriptions are sourced from the Weed Information Network</a> project. <a href="https://florabase.dpaw.wa.gov.au/">Western Australian Herbarium</a></p>
<p class="cite">Descriptions were generated using DELTA data format and DELTA software: Dallwitz (1980) and Dallwitz, Paine and Zurcher (1993 onwards, 1995 onwards, 1998).</p>
</body>
</html>

```