Procedure to enter genera into Corallosphere.org
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It is strongly recommended that before you enter data into Corallosphere that you make a Word version of the data to be entered. This is insurance in case Corallosphere loses data, allows for intermediate editing, and facilitates subsequent cutting and pasting. A template is provided entitled "Model Genus Entry Format" (see below).

If you are using Microsoft Internet Explorer, please download Mozilla Firefox, Safari, Opera, or any other standards-complient browser. The site will not work well with Microsoft Internet Explorer.

Access and bookmark the program: http://corallosphere.org

Put in your user name (your initials) and the password (test). Hit Login.

Go to: "Systematics/Nominal".

Choose a genus by choosing a letter at the top and navigating to that genus.

Assign yourself as the author of the genus from pull down menu (top left). Then click OK!!

Choose: "edit this page" from upper left margin

Enter data. You can cut and paste or drag from another text.

Press "preview" when you are finished. You must do this!

If satisfied, press "save"; if not press "back" and edit your account. Then press "preview" again, and eventually "save".

Go on the next genus by going to "Systematics/Nominal" again. "Systematics/Valid" will not give you the junior synonyms.

Log out when finished for the day.

General Advice:

Please start by making a personal list of all the genera that you are responsible for, arranged phylogenetically or any way you want. This will give you a useful way to check your progress and completeness.

Please try to obtain page numbers for the genus descriptions and page and figure data for the type species descriptions.

Do not use the ampersand (&).

To _italicize_ a word you must place an underline before and after the word.

To add or subtract a genus or subgenus from the master list, or to change the person responsible for writing the account, please inform both Ken Johnson **and** Steve Cairns. We both have to keep track of these things.

If you are treating a valid genus, you really should do its junior synonyms as well. Check the 1956 Treatise to make sure you have them all.

IF YOU DO NOT WANT TO FIGHT WITH DATA ENTRY ON CORALLOSPHERE, YOU MAY SEND YOU WORD FILES TO STEVE CAIRNS OR KEN JHNSON, WHO WILL ENTER THEM FOR YOU. ONCE THE DATA ARE CAPTURED, IT IS NOT SO HARD TO CUT AND PASTE INTO CORALLOSPHERE.

Model of Genus Entry Format

GENUS NAME author, year, page
Family name : pull down menu
Status of name: pull down options follow
Valid:
Valid, but a nomen correctum (*nom. correct.*) for x: e.g., of diacritical changes
Valid, but a nomen substitutum (*nom. subst).* for x, not earlier y*: e.g.,* for replacement of a junior homonym, e.g., *nom. nov.* If the name is a substitute name, misspelling, etc. you don't even have to give the type species information, as it will be same as that for the correct senior name.
Valid, but a nomen conservatum (*nom. conserve.*) e.g., ICZN approved change
Valid: a genus of uncertain position (placed in a special category at end)
Valid, a subgenus of: put genus name in see box
A junior synonym of: place senior synonym name and author under see boxes   If the name is a junior synonym or homonym, the categories of diagnosis, comparisons, and occurrence need not be entered, as it will be the same as that for the senior synonym.
A junior homonym of: place senior homonym in see box
Invalid, a nomen vanum (*nom. van.*) of x: e.g., intentional but incorrect emendation
Invalid, a nomen nullum (*nom. null.*) of x: e.g., unintentional incorrect spelling
Invalid, a nomen oblitum (*nom. oblit.*): if not used in 50 years
Invalid, a nomen nudum (*nom. nud.*): if not properly described by Code
Invalid, a nomen dubium (*nom. dub.*): an unrecognizable genus (special category at end: see 1956: F437)
Manuscript name or label name
Not a scleractinian

Remarks: If it is a junior synonym and junior homonym, for instance, only one of these categories can be entered above, the other one should go here

TYPE SPECIES of genus in original combination, author, date, page, plate and figure numbers:
Method of fixation: (OD, M. SD (page number), SM, opinion of ICZN, unknown):
Museum catalog number:
Museum repository: If not on pull down menus, contact Ken Johnson to give him name and acronym
Kind: H, P, L, N, S, Unknown:
Condition: Dry, Wet, Thin Section, Unknown:
Status: Not traced, Verified, Lost:
Type-Locality (including station number and depth or geol. era):
Remarks (e.g., where type species is best or well described; additional types; number of syntypes; senior synonym of type species, if any; citation of lectotype, neotype, ICZN ruling, etc.):

Synonyms: list

TEXT:
Telegraphic diagnosis: Enter the text for the diagnosis here. This should be a terse, telegraphic diagnosis emphasizing diagnostic characters: one long sentence punctuated with semi-colons. If you would like to use italics, enclose the text in tags such as this, or use underscore characters to indicate italicized words such as <i>this</i>. I have been using the following order: corallum shape; budding; theca; costae; septa; pali; columella; other

Description: Optional

Comparisons to related genera: Like X, but differing by … Optional, but recommended

Remarks: e.g., Recently reviewed or monographed?; nomenclatural or taxonomic remarks (e.g., # of species and how many fossil…): Optional, but recommended

Stratigraphic RANGE and Geographic OCCURRENCE and depth range: We have not yet finalized the regions on land or ocean for this entry format, but the picklists are available for selecting regions and time intervals. For recent occurrences, choose one or more ocean regions. For fossil occurrences, there are land based options. It is also possible to enter data as a narrative, to be put in formally later. For instance: Eocene: Europe, N. Africa; Miocene: Europe; Pliocene: Europe, W. U.S.; Recent: West Indies, N. Atlantic, 450-1200 m.

IMAGES:
Use the "Add and Image" link to add images to the genus diagnosis. This will bring up a new form.

Use the "Choose File" to select the file you would like to upload. Images should be in tiff or jpeg format, and include a scale bar (or image should be of known dimensions). Images larger than 7 MB should be reduced in resolution prior to uploading. Enter information as required into the remaining fields.

Brief Caption: A short text description that will accompany the image.
Name of Object: The taxonomic name of the object
Specimen Id: the repository number and code of the object shown in the image.
Type Specimen: Please indicate if the object is a type .
Locality: A brief description of the collecting locality for the object.
Scale Bar: Length the scale shown in the image, or of an object in the image if scale is not available.
Orientation: The orientation of the object as shown in the image
Preparation Method: How the object was prepared prior to imaging. . Please indicate if the image shows a collection label using the appropriate selection.
Imaging Method: The mechanism used to capture the image.

Position in Image Set: Only four images are shown on the first page for each diagnosis, by default, new image will be added to the top of the list.

Remarks: Use this field to include any general remarks about the image.

Image Author: Please indicate the person or institution that provided the image.

Copyright: Is the image subject to copyright? If so, please show the nature of the copyright here (for example, "Creative Commons Attribution, Some Rights Reserved".

Copyright Holder: Indicate the person or institution holding the copyright of the image.