

Instructions for providing images to the New York Flora Atlas
(<http://newyork.plantatlas.usf.edu/>)

Please submit two items: (1) images and (2) a spreadsheet

(1) Images:

- 1) **File format:** .jpg only!
- 2) **Image size:** 72 dpi and roughly 700 pixels x 500 pixels
 - a) If you do not have the capacity to crop and size your photos send the original file and it will be modified for you.
- 3) **File name:** Genus_species_ssp/var_infraspecific taxon name_ ^{if appropriate} FirstInitialLastName_ ^{photographer's} UniqueID.jpg
 - a) e.g. **Lobelia_siphilitica_KSmith_02.jpg** or **Acer_negundo_var_negundo_ANelson_070911_01.jpg**
 - b) Do **NOT** follow **ssp** or **var** with a period in the file name
 - c) If your **UniqueID** is a number in a series, use the same number of digits for each member of the series
 - i) i.e. 01, 02, ..., 10, 11; **NOT** 1, 2, ..., 10, 11 – this will help immensely in proofing lists of filenames in the spreadsheet in relation to the list of photo files in a folder
 - d) Conform to nomenclature and spelling currently used in the Atlas

The images should be of the highest quality (i.e. in focus, highlights single species, and close-up). Please do not submit blurry or otherwise low quality images. As a suggestion, if you are going to begin taking images for the Atlas site, you might carry a white and black fabric square with you. The fabric can be used as a background to highlight the species you are photographing. This is not a requirement, but can be very useful in some cases. Try to avoid close duplicates of images that are already posted on the Atlas site.

(2) Spreadsheet:

The spreadsheet required should have the column headers as shown below. An example row is also shown below. All fields in the spreadsheet are mandatory except “affiliation/organization”. For each image there should be a corresponding row in your spreadsheet. A blank Excel file can be emailed to you on request.

full scientific name (including infraspecific name if applicable)	photographer	affiliation/ organization (if applicable)	date (d month yyyy)	County where photo was taken	State (two letter abbreviation, e.g. NY)	image file name (the exact name of the file)
Artemisia campestris ssp. caudata	David Werier		14 May 2008	Jefferson	NY	Artemisia_campestris_ssp_caudata_DWerier_1.jpg

Submitting your photos and spreadsheet:

High quality images and the associated spreadsheet can be sent on a CD (if you have a large number of images) or via e-mail (smaller number of images). If you have a lot of photos, please do not send a few at a time. Please prepare all of your photos for uploading and send them all at the same time.

Send to:

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