Unpublished data version (data as herbarium specimens, field observations etc.)		
sheet:	**Occurrences_unpublished**	
	this is a basic sheet to enter data on occurrences derived from unpublished sources (as herbarium specimens, field observations etc.)	
Headers (normally Darwin Core - DwC - terms, see https://github.com/tdwg/dwc/ for details) used for the columns (fields) of data:		
	header	***proposed definition (for users)***
	occurrenceID	do not fill this column, it will be filled by the Editor
	basisOfRecord	use one of these: "PreservedSpecimen" for the data of the directly examined specimens, "HumanObservation" for field observations
	scientificName	the proper scientific name of the taxon in full (with normalized author names) – form, as used in the paper, but WITHOUT qualifiers as "cf.", "agg.", "s. lat." etc. - see the '**identificationQualifier**' header
	taxonRank	rank (the lowest one used) in '**scientificName**'
	identificationQualifier	all qualifiers addressing the doubts in determination, particular scope of the taxon etc., like "cf.", "agg.", "s. lat.", "ex gr." ...
	identifiedBy	name(s) of the determinator(s) of the specimen (to the taxon put into the 'scientificName' column); if several, then divide consecutive names with " | " ("space-pipe-space", without quotation marks)
	language	standard, two-small-letters-abbreviation of the language used in original label (esp. if quoted verbatim as in original); addresses to the fields concerning locality, habitat etc.
	countryCode	standard, two-capital-letters-abbreviation of the country where the locality is (present geographic division)
	locality	description of the locality as in the paper
	habitat	description of the general habitat (as "forest", "*Pino-Quercetum*", "stubble-field") as in the paper
	"substrate"	description of the substrate on which the specimen grew, as in the paper; this is a term outside DwC
	verbatimLatitude	geographic latitude in the format used in original label (e.g. in degrees-minutes-seconds (DMS) with hemisphere identifier (N/S)) if not in DD format (see below)
	decimalLatitude	geographic latitude in decimal degree (DD) format, e.g. 52.83 or -20.4567 (negative values for southern hemisphere), if not present in original should be recalculated or georeferenced ex-post
	verbatimLongitude	geographic longitude in the format used in original label (e.g. in degrees-minutes-seconds (DMS) with hemisphere identifier (W/E)) if not in DD format (see below)
	decimalLongitude	geographic longitude in decimal degree (DD) format, e.g. 125.21 or -5.7656 (negative values for western hemisphere), if not present in original should be recalculated or georeferenced ex-post
	geodeticDatum	ellipsoid used for coordinates (latitude & longitude) determination, if known; for GPS and most contemporary internet data (Google Earth etc.) it is WGS84
	coordinatePrecision	precision of the coordinates put into '**decimalLatitude**' and '**decimalLongitude**' fields; must be in the same units (DD), e.g. when re-calculated from DMS, for one second precision it will be 0.000278
	coordinateUncertaintyInMeters	estimated precision of the coordinates expressed as distance from the centroid to the most distant point of the area embracing real location (radius of the circle with its center at coordinates given above); esp. important for data georeferenced ex-post, using maps, Google Earth etc.

	georeferencedBy	fill in only for ex-post georeferenced data; name of the person performing georeferencing
	verbatimElevation	elevation a.s.l. as in the paper / as in source; may contain doubt qualifiers ("ca.", "~", "above"), ranges ("1200-1500") and should contain the unit used ("m", "ft", "fathoms", "[unit unspecified]")
	locationRemarks	remarks concerning location description in the source (especially by the georeferencing operator: lack of precision, doubtful toponym identification etc.)
	eventDate	the date-time or interval when the occurrence was recorded. Recommended best practice is to use a date that conforms to ISO 8601-1:2019 (i.e. YYYY-MM-DD, e.g. "1935-07-15", "2023-12-04"); please don't use formatting option in Excel. The dates should be introduced as regular text.
	verbatimEventDate	fill it only when date of collection is imprecise or not in ISO 8601-1:2019 extended format in source data (as e.g. "06/08/1956" that may mean 6th of Aug. or 8th of June 1956, depending of convention used by the author); use this column also when the date in ISO format is incomplete or earlier that 20th century (due to MS Excel limitations); IMPORTANT: all of them in MS Excel must be formatted as text! (this is most surely obtained by placing an apostrophe - ' - before the first character, e.g.: '1956-09)
	recordedBy	name(s) of the collector(s) of the specimen; if several, then divide consecutive names with " | " ("space-pipe-space", without quotation marks)
	recordNumber	the collector's own number (field number, personal collection number etc.)
	collectionCode	the herbarium acronym
	catalogNumber	herbarium accession number (in full, together with herbarium acronym)
	otherCatalogNumbers	the specimen's barcode
	kingdom	"Protozoa" for myxomycetes, "Fungi" for fungi etc. (when in doubt use terminology as in GBIF Backbone Taxonomy: https://www.gbif.org/species/search)

Published data version (literature records)		
sheet:	**Occurrences_literature**	
	this is a basic sheet to enter data on occurrences derived from published sources	
Headers (normally Darwin Core - DwC - terms, see https://github.com/tdwg/dwc/ for details) used for the columns (fields) of data: In black columns specific for this type of datasets.		
	header	***proposed definition (for users)***
	occurrenceID	do not fill this column, it will be filled by the Editor
	basisOfRecord	here use "MaterialCitation"
	scientificName	the proper scientific name of the taxon in full (with normalized author names) - as in the paper, but WITHOUT qualifiers as "cf.", "agg.", "s. lat." etc. - see the '**identificationQualifier**' header
	taxonRank	rank (the lowest one used) in '**scientificName**'
	identificationQualifier	all qualifiers addressing the doubts in determination, particular scope of the taxon etc., like "cf.", "agg.", "s. lat.", "ex gr." ...
	associatedReferences	full citation of the literature source the record is derived from (format as in References of the paper)
	language	standard, two-small-letters-abbreviation of the language used in original label (esp. if quoted verbatim as in original); addresses to the fields concerning locality, habitat etc.
	countryCode	standard, two-capital-letters-abbreviation of the country where the locality is (present geographic division)
	locality	description of the locality as in the paper
	habitat	description of the general habitat (as "forest", "*Pino-Quercetum*", "stubble-field") as in the paper
	"substrate"	description of the substrate on which the specimen grew (as "bark", "decayed wood of *Pinus*", "plant remains"), as in the paper; this is a term outside DwC (has been proposed recently)
	verbatimLatitude	geographic latitude in the format used in original source (e.g. in degrees-minutes-seconds (DMS) with hemisphere identifier (N/S)) if not in DD format (see below)
	decimalLatitude	geographic latitude in decimal degree (DD) format, e.g. 52.83 or -20.4567 (negative values for southern hemisphere), if not present in original should be recalculated or georeferenced ex-post
	verbatimLongitude	geographic longitude in the format used in original source (e.g. in degrees-minutes-seconds (DMS) with hemisphere identifier (W/E)) if not in DD format (see below)
	decimalLongitude	geographic longitude in decimal degree (DD) format, e.g. 125.21 or -5.7656 (negative values for western hemisphere), if not present in original should be recalculated or georeferenced ex-post
	geodeticDatum	ellipsoid used for coordinates (latitude & longitude) determination, if known; for GPS and most contemporary internet data (Google Earth etc.) it is WGS84
	coordinatePrecision	precision of the coordinates put into 'decimalLatitude' and 'decimalLongitude' fields; must be in the same units (DD), eg. when re-calculated from DMS, for one second precision it will be 0.000278
	coordinateUncertaintyInMeters	estimated precision of the coordinates expressed as distance from the centroid to the most distant point of the area embracing real location (radius of the circle with its center at coordinates given above); esp. important for data georeferenced ex-post, using maps, Google Earth etc.

	georeferencedBy	name of the person performing ex-post georeferencing; this at the same time serves as a flag, that the coordinates come from georeferencing and not from original source
	verbatimElevation	elevation a.s.l. as in the paper (or given in source); may contain doubt qualifiers ("ca.", "~", "above"), ranges ("1200-1500") and should contain the unit used ("m", "ft", "fathoms", "[unit unspecified]")
	locationRemarks	remarks concerning location description in the source (especially by the georeferencing operator: lack of precision, doubtful toponym identification etc.)
	eventDate	the date-time or interval when the occurrence was recorded. Recommended best practice is to use a date that conforms to ISO 8601-1:2019 (i.e. YYYY-MM-DD, e.g. "1935-07-15", "2023-12-04"); please don't use formatting option in Excel. The dates should be introduced as regular text
	verbatimEventDate	date of collection as recorded in the source (especially if it is imprecise or equivocal, as "06/08/1956" that may mean 6th of Aug. or 8th of June 1956, depending of convention used by the author); use this column also when the date in ISO format is incomplete or earlier that 20th century (due to MS Excel limitations); IMPORTANT: all of them in MS Excel must be formatted as text! (this is most surely obtained by placing an apostrophe - ' - before the first character, e.g.: '1956-09)
	occurrenceRemarks	additional information concerning recorded occurrence in general, if any; e.g. additional data identifying specimens cited in a literature source
	kingdom	"Protozoa" for myxomycetes, "Fungi" for fungi etc. (when in doubt use terminology as in GBIF Backbone Taxonomy: https://www.gbif.org/species/search)