

## General Comments on Collections

- Put your name and collection number on things (labels, bags, description sheets, field notebook, *etc.*).
- Don't make us wade through everything to find a particular collection or description. List the collections on the cover sheet and then arrange both your collections and descriptions in that order so it's obvious where things are.
- Conserving paper is a laudable activity, but it is best that you devote a separate page (or pages if necessary) to each collection. It makes it easier for us to review and gives you maximum flexibility in organizing them now or in the future.
- It often is helpful to include sketches and simple maps in your field notes.
- In your field notes, you should give a fairly detailed description of the general area (landforms, topography, water features, forest type, tree and other plant species present, soil characteristics, *etc.*) in addition to specifics about each collection site (nearby trees, whether on wood, litter, or soil, *etc.*). A good general description will allow you to minimize what you have to record at each collection site.
- Spell the names correctly!

### Mushrooms

- Describe your collection fully (including micro features) BEFORE you try to identify it. The micro features are not just a busy exercise; in most cases one or more of them is critical for a correct identification.
- When you think you have identified the collection, check your tentative name with me.
- "Arora (not Aurora) identifications" usually are not definitive. You should check additional sources for illustrations and descriptions and attempt to confirm your identification.
- Give the spore dimensions, not just a scale bar in your drawing. You should measure 10 or more and give the range of lengths and widths (*e.g.*, 6-7.5 x 3-4  $\mu\text{m}$ ). Also describe the shape of the spore (*e.g.*, globose, broadly elliptical, limoniform).
- Cystidia can occur in many parts of a mushroom -- on the edge of the gills, face of the gills, cap surface, stipe surface, *etc.* Thus, it is not enough to label something a cystidium. You must also say what (locational) type -- cheilocystidium, pleurocystidium, pileocystidium, *etc.* You should also describe the shape of the cystidia.

### Lichens

- You must put your lichens in paper packets folded properly, as outlined in the appendix of Macrolichens (and demonstrated several times in class). I will not accept collections that aren't in proper packets (no tape, staples, hand-braided thread...).
- Glue the label to the flap of your packet as demonstrated in class using a glue stick.
- Your descriptions should be sufficiently detailed to allow keying of the lichen using just the description. Note the presence or absence of vegetative propagules (isidia, soredia, lobules).
- Make sure that the results of any chemical tests are easy to find (include in description).
- Put the name of the lichen at the top of the page.
- Put complete location on the herbarium label. This must be able to stand alone, since your notebooks won't be a part of the herbarium.
- Remove as much substrate as possible from your specimen and remove all other lichens.
- Include labels in your drawings and be sure to show any key identifying characteristics, perhaps in a magnified sketch. Include a scale bar and indicate the magnification.