**ENT 425 Insect Collection Specimen Labels**

Instructions:

1. 1 Date/Location label and 1 Identification label are required for each specimen; 1 Ecological Category label (which may have multiple ecological categories on it) is optional for individual specimens (i.e. maximum of only 1 of each label type per specimen)

2. Label Font = Calibri or Ariel (i.e. sans serif); Font Size = 4; Label size maximum = 17 x 6 mm (0.67 x 0.24 in.); the tables below are pre-formatted to this size

3. Label text in examples below should be edited as appropriate as long as font and size requirements are met (see above)

4. If you need multiple labels with the same information, highlight a cell and copy the information to as many other cells as you need

5. Print on a Laser Printer only (i.e. non-soluble ink that won’t dissolve in alcohol); Each label should have information printed on 1 side only

6. Print only on a sheet of label stock paper (e.g., 24 lb, 100% rag “résumé” paper) (some is available in the lab – 4302 Gardner Hall)

7. Cut out labels along lines to get correct size.

8. For pinned or pointed specimens, refer to the label guidelines link on the collection requirements webpage to determine where to insert pin into label (i.e. different locations for pointed vs. pinned specimens); for alcohol specimens, put specific labels (see bottom of page) into vial with specimen.

**Pinned/Pointed Specimen Date/Location Labels:** Note: example label below (top left corner), for specimen collected by I.M. Person, August 20, 2015.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| USA, NC Wake Co.  Raleigh  20 VIII 2015  Coll: Person, I.M. | USA, NC Wake Co.  Raleigh  21 VIII 2015  Coll: | USA, NC Wake Co.  Raleigh  2015  Coll: | USA, NC Wake Co.  Raleigh  2015  Coll: | USA, NC Wake Co.  Raleigh  2015  Coll: | USA, NC Wake Co.  Raleigh  2015  Coll: | USA, NC Wake Co.  Raleigh  2015  Coll: | USA, NC Wake Co.  Raleigh  2015  Coll: | USA, NC Wake Co.  Raleigh  2015  Coll: | USA, NC Wake Co.  Raleigh  2015  Coll: | USA, NC Wake Co.  Raleigh  2015  Coll: |
| USA, NC Wake Co.  Raleigh  2015  Coll: | USA, NC Wake Co.  Raleigh  2015  Coll: | USA, NC Wake Co.  Raleigh  2015  Coll: | USA, NC Wake Co.  Raleigh  2015  Coll: | USA, NC Wake Co.  Raleigh  2015  Coll: | USA, NC Wake Co.  Raleigh  2015  Coll: | USA, NC Wake Co.  Raleigh  2015  Coll: | USA, NC Wake Co.  Raleigh  2015  Coll: | USA, NC Wake Co.  Raleigh  2015  Coll: | USA, NC Wake Co.  Raleigh  2015  Coll: | USA, NC Wake Co.  Raleigh  2015  Coll: |
| USA, NC Wake Co.  Raleigh  2015  Coll: | USA, NC Wake Co.  Raleigh  2015  Coll: | USA, NC Wake Co.  Raleigh  2015  Coll: | USA, NC Wake Co.  Raleigh  2015  Coll: | USA, NC Wake Co.  Raleigh  2015  Coll: | USA, NC Wake Co.  Raleigh  2015  Coll: | USA, NC Wake Co.  Raleigh  2015  Coll: | USA, NC Wake Co.  Raleigh  2015  Coll: | USA, NC Wake Co.  Raleigh  2015  Coll: | USA, NC Wake Co.  Raleigh  2015  Coll: | USA, NC Wake Co.  Raleigh  2015  Coll: |

**Pinned/Pointed Specimen Identification Labels:** Note: in example label below (top left corner), a katydid immature was accidentally pinned. To avoid losing points (i.e. only hard-bodied adult insects should be pinned), the collector needs to indicate on last line of the label that specimen is an immature.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Order: Orthoptera  Family: Tettigoniidae  (Immature) | Order:  Family: | Order:  Family: | Order:  Family: | Order:  Family: | Order:  Family: | Order:  Family: | Order:  Family: | Order:  Family: | Order:  Family: | Order:  Family: |
| Order:  Family: | Order:  Family: | Order:  Family: | Order:  Family: | Order:  Family: | Order:  Family: | Order:  Family: | Order:  Family: | Order:  Family: | Order:  Family: | Order:  Family: |
| Order:  Family: | Order:  Family: | Order:  Family: | Order:  Family: | Order:  Family: | Order:  Family: | Order:  Family: | Order:  Family: | Order:  Family: | Order:  Family: | Order:  Family: |

**Pinned/Pointed Specimen Ecological Category Labels:** Note: if one specimen meets more than one ecological category, put all categories on separate lines of the same label. The example label below (bottom right corner) is for a katydid.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| LEAF CHEWING | LEAF ROLLER | LEAF MINER | BORER | PLANT SUCKING | SEED | GALL | SAPROPHYTE | POLLINATOR | LITTER | SOIL |
| VERT. PARASITE | INSECT PREDATOR | INSECT PARASITE | WARNING COLOR | CRYPTIC COLOR | MIMIC | CHEM. DEFENSE | CASE MAKER | AQUATIC ADULT | AQUATIC NYMPH | NIGHT |
| ACOUSTIC | SOCIAL | HOUSE PEST | AG PEST | SERIES | SERIES | SERIES | SERIES | SERIES |  | LEAF CHEWING  CRYPTIC COLOR  ACOUSTIC  NIGHT |

**Order Labels:** Use these labels to organize specimens by Order in your collection box (see Collection Instructions)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Archeognatha** | **Blattodea** | **Coleoptera** | **Collembola** | **Dermaptera** | **Diplura** |
| **Diptera** | **Embioptera** | **Ephemeroptera** | **Grylloblattodea** | **Hymenoptera** | **Isoptera** |
| **Lepidoptera** | **Neuroptera** | **Mantodea** | **Mecoptera** | **Orthoptera** | **Odonata** |
| **Phasmatodea** | **Phthiraptera** | **Plecoptera** | **Protura** | **Psocoptera** | **Siphonaptera** |
| **Strepsiptera** | **Thysanoptera** | **Thysanura** | **Trichoptera** | **Zoraptera** | **SURPLUS** |
| **Hemiptera/**  **Heteroptera** | **Hemiptera/**  **Homoptera** |

**Alcohol Specimen Labels:** Note: Each alcohol specimen label is a combination of 3 labels (date/location; identity; ecological category) together in a strip. Cut out each label strip along the thicker lines. In the example label below (3 individual labels in upper left corner), a diving beetle adult was put in alcohol rather than being pinned. To avoid losing points (i.e. only immature and soft-bodied insects should go in alcohol), collector indicates on identity label that specimen is an adult (even though ecological category indicates that).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| USA, NC Wake Co.  Raleigh  24 VIII 2015  Coll: Person, I.M. | Order: Coleoptera  Family: Dytiscidae  (Adult) | INSECT PREDATOR  AQUATIC ADULT | USA, NC Wake Co.  Raleigh  2015  Coll: | Order:  Family: | Ecological Category | USA, NC Wake Co.  Raleigh  2015  Coll: | Order:  Family: | Ecological Category |
| USA, NC Wake Co.  Raleigh  2015  Coll: | Order:  Family: | Ecological Category | USA, NC Wake Co.  Raleigh  2015  Coll: | Order:  Family: | Ecological Category | USA, NC Wake Co.  Raleigh  2015  Coll: | Order:  Family: | Ecological Category |
| USA, NC Wake Co.  Raleigh  2015  Coll: | Order:  Family: | Ecological Category | USA, NC Wake Co.  Raleigh  2015  Coll: | Order:  Family: | Ecological Category | USA, NC Wake Co.  Raleigh  2015  Coll: | Order:  Family: | Ecological Category |
| USA, NC Wake Co.  Raleigh  2015  Coll: | Order:  Family: | Ecological Category | USA, NC Wake Co.  Raleigh  2015  Coll: | Order:  Family: | Ecological Category | USA, NC Wake Co.  Raleigh  2015  Coll: | Order:  Family: | Ecological Category |