



Labels must be machine printed (no handwritten labels will be accepted); printed on archival, acid free paper. Use 9 or 10 point type in a standard, clear typeface. The width should be 4 ¼ inches wide (half of 8½ x 11 inch paper). Length will vary depending on the amount of information.

- Header: Name of sponsoring organization or institution, centered.
- Family: name in capital letters, not italics and not bold, e.g, ASTERACEAE
- Scientific name: in italics, bold, e.g. *Doellingeria umbellata* (Mill.) Nees Author(s) not in italics and not bold.
- Determined by: If someone else identified the specimen for you, include his or her name and date of id near the scientific name, e.g, *Doellingeria umbellata* (Mill.) Nees, det. D. Atha, 2013.
- Location: Country. State/Province: County or municipality. Detailed location sufficient to relocate the plant given no other information. Use permanent landmarks and distance with direction from intersections, bridges, etc.. Coordinates and altitude from GPS device or map.
- Habitat: A detailed description of the habitat including the type of vegetation or community, list dominant plants in the community and the local variation, e.g. flooded, west-facing meadow.
- Physical description: A detailed description of the plant, especially of characteristics that will not be obvious from the dried specimen (e.g. flower color, odor, bark, height, habit). Also include some estimation of the size of the population and the plants' frequency in the area as this information can be used to assess conservation status. Include accession number for the plant collected.
- Accession information: Include as much information as possible about the origin of the material. Sometimes it will be from a commercial nursery.
- Detail any related material (photos, spirit, DNA samples, etc..) and where it is held.
- Collector(s): Use full name and list others in the collecting party. Although you may be collecting as a group, each individual in the group should maintain individual collection numbers for their own collections.
- Collection number: Start your number series with one (1) and continue adding sequentially for the rest of your career.
- Date of collection: The date should be in the format, DD MMM YYYY.