

QMS Naming Images

QMS needs to keep images for our foray records and to use for our website and possibly in the future for publications. In an effort to keep good records we would like to use a naming system that is described below. This will allow us to keep our images linked to our documentation and subsequent research. Please use Year Month Day then Q for QMS, P for personal collections (W can be used if collected in work time).

Naming Images from QMS events

The format begins with Year Month Day, and Q for QMS

Example 1 Image file name = 20080606Q054SMFF2

This is broken down into:

- 20080606 = 6 June 2008
- Q = QMS Survey
- 054 = field number 54 (unique for the day or trip)
- SMF = photographers initials
- F = Field shot
- 2 = number of picture

Example 2 - Image file name = 20150606Q004KPQF2

This is broken down into:

- 15 0606 = 6 June 2015
- Q = QMS Survey
- 004 = field number 4 (unique for the day or trip)
- KPQ = photographers initials
- F = Field shot
- 2 = number of picture

Example 3 - File name 20150607Q02MPnnnn

Year month day, Q for QMS, 02 –it's the second collection of the day 7 June 2015, my initials and then the numbers the computer generates.

Example 4 - File name 20170402W01MPnnnn

Is the First collection of the day, 2nd April, 2017. It was collected in work time (so I used W instead of P or Q). and then the computer added some numbers

Example 5:- File name 20170510P05MPnnn

This is the 5th collection on a Personal foray (P) by M Prance on 10 May 2017

Naming other types of Images

There are several types of images we can keep. The current suffixes used for images are:

F = field shot

L = Lab shot

N = notes

M = notes on microscopic characters

A = aesthetic or artistic

P = people

H = habitat shot

L = Lab shot

This is a shot of a fungal collection, laid out with a ruler, tag, is taken under good light conditions.

N & M = Notes

This is a scan of the notes and drawings of a fungal collection. Similarly M = scan of the notes and drawings on microscopic characters. This can also be a scan or image of the notes of a herbarium specimen.

A = aesthetic or artistic

These are particularly aesthetic or appealing images. These could be used for the website or in future publications.

P = people

These are shots of people on forays or other QMS events.

H = habitat shot

These are images of the habitat or environment fungi are growing in. This can be particularly important if they show the substrate or the vegetation type.

For example, these are images names of the same specimen collected during the Springbrook foray in November 2008: 2081129Q011MP3F4.jpg, 20081129Q011SMFL1.jpg, 20081129Q011SMFN1.jpg. They are the field shot, the lab style shot and a scan of the collection description note. Collection numbers are discussed below.

Naming Images with collections

If you are just supplying images but are not the person with the collection, please just name your image in the standard way. QMR will note your file name with the collection number.

If you are a person who has a collection, please give us the details of your standard initials and your collection number (different people may use different numbering systems). These collections will have the collector's initials and number at the end. See Example 3 below.

For QMS collections we are just using the date, Q and field number. Please use this composite number on descriptions, packets etc to keep track of all the parts of the collection (dried fungi, fungi description, images, spore prints etc.). See Example 4 below. Remember if you are using the QMS collection permit you must send collection details to Megan Prance, please refer to the email she sent you about how to do this.

Example 3 Image file name = 20080606Q009MP3F8_SMF2352

20080606 = 6 June 2008

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- Q = QMS Survey
- 009 = field number 9 (unique for the day or trip)
- MP3 = photographers initials
- F = Field shot
- 2 = number of picture
- SMF2352 = collector SMF and collection number 2352. Collection numbers should be unique for each individual.

Example 4 Image file name = 20080606Q024SMFF2

20080606 = 6 June 2008

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- Q = QMS Survey
- 009 = field number 9 (unique for the day or trip)
- SMF = photographers initials
- F = Field shot
- 2 = number of picture F2 = field shot number 2

N.B. no additional collection number is needed on the image file name but all parts of the collection should have the number 20080606Q024 marked on them in case they get lost.

Naming Images from individual

If you are giving data to the QMS database rather than having a Q after the date please put a P.

Example 1 - Image file name = 200900101P001SMFF1_SMF2351

This is a personal record from photographer SMF and there is also an accompanying collection (SMF2351). The date the image was taken was 1 January 2009.

UPDATE 2017
Brisbane Fungi Project

Please rename your photos as follows.

Eg 20170408BFFB001MPF1

This is:

Year Month Day 2017 04 08

BF –for Brisbane fungi project

2 letter code for location

FB for Fort Bushland

WC for Wolston Creek Bush Reserve

Other codes can be developed for additional sites

3 digits for collection number. 001 for collection 1

Your initials

After this...

F1, for field shot 1, F2 field shot 2 or L1 for labshot 1, L2 for Labshot 2.or
it is ok to leave the numbers your computer or camera has nominated.

Generally it is possible to tell your computer to rename the photos as
you upload them. I have mine set to do most of this work automatically.
My files are imported as “Year month day P_MP_” and then it generates
its own numbers (nnn).