



Guidelines for Completing the Excel sheet for Pollen Data Submission to the BRAIN Database

The Excel sheet for pollen data submission to the database should be filled as follows:

1. The first row contains the bibliographic REFERENCES associated with the site
2. The second row contains the site name, followed by the BRAIN LABEL
3. The third row contains the NUMBER OF SAMPLES (from 1 - the most recent sample, to X - the most ancient sample)
4. The fourth row contains the information about the DEPTH (in centimetres from the sequence top)
5. The fifth row must contain information from the pre-harmonized dataset, such as previous sample names.
6. All taxa found in the sample should be listed along the first column divided in:
Trees, shrubs and lianas
Herbs

The nomenclature of each taxon (family, genus, species, pollinic types or groups) MUST FOLLOW Beug (2015), Fægri et al. (1989), Moore et al. (1991), Punt (1976), Punt & Blackmore (1991), Punt & Clarke (1980-1991), Punt & Hoen (2009), Punt et al. (1995), Punt et al. (2003-2009).

Woody taxa (trees, shrubs, and lianas) should be listed in alphabetical order, followed by herbaceous taxa, also arranged alphabetically.

Other parameters to consider:

- a) Delete the term 'undiff.' from each taxon;
- b) Delete the term 'cf.' from each taxon;
- c) If recognition is at species level, make sure that the species name agrees with the latest update (e.g., changing *Pisum sativum* to *Lathyrus oleraceus*);
- d) If recognition is at the pollen type level, keep the name of the pollen identification keys;
- e) If there is only one species of a genus, enter the name of the species as well.

The worksheet should now be completed by entering the **pollen counts** in each sample.

7. At the end of the table (last line) other information that MUST BE reported are:
Pollen sum
Number of *Lycopodium* spores added
Number of *Lycopodium* spores counted
Grams of sediment treated
8. If considered, after the pollen list, the counts for **Fern and Lycophyte spores** could be reported with the corresponding **sum**.
9. Remember to check that all the taxa reported have values in at least one sample (taxa that report 0 values for ALL samples must be removed).
10. Check for typing errors!!



References

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