



Cheshire and Wirral Ornithological Society

Registered Charity No. 702484
www.cawos.org

Guidelines for the submission of paper records

GUIDELINES FOR THE SUBMISSION OF PAPER RECORDS

Introduction

CAWOS is now storing all Bird Records in the BTO BirdTrack system. While we prefer that records are submitted directly via the BirdTrack app or sent in on a spreadsheet it is recognised that some members will continue submitting records on paper Record Forms.

Recording Form

We have printed lines on the form to help in completion. However, if your record demands the use of two or more lines use them but make it clear that the record extends over more than one line.

Date

Completion date

Page Number

Please fill in both the page number and the total number of pages on each form i.e. 'page 2 of 4'.

Name and Address

Your name and address MUST appear on the first Record Form, and preferably your phone number as well in case of a query. Please also put either your name on any continuation forms. Please staple your sheets together.

Date

In the format dd/mm/yy e.g. 18/10/21

If you do a full day's birdwatching then the date will stay the same for many records. To save unnecessary writing there is no need to repeat the date, use ditto marks or a vertical line starting at the date and finishing with an arrowhead pointing at the next change in date.

Location

Please use locations as per the Cheshire and Wirral Gazetteer and INCLUDE the 4 digit map reference. If you see many species from the same locality then the information in this column will not change. Do not repeat the Site Name, use ditto marks or a vertical line as noted above.

If where the location not in the gazetteer it will still be accepted as long it can be identified exactly where it is. The best way is to supply the new name (plus alternative names if known) and the name of the nearest town, village or major natural feature in the locality, as well as the Ordnance Survey grid reference (if known). However, please first check that your new name and/or grid reference is accurate.

Some sites in the Gazetteer cover a large area. If you think a more precise location is relevant to the observation supply the six figure grid reference which more accurately identifies this. Accurate grid references are particularly helpful for breeding records of relatively uncommon species.

If you are unwilling to give an accurate description of the site or need a general location for another reason, the following are listed in the database:

Species

Please use the name in the Cheshire and Wirral Bird Report where possible.

Any breeding records of 'Schedule One Breeding Species' will be automatically marked as confidential by the database. In addition, you can mark any of your records as confidential; these will then be marked as confidential in the database. CAWOS will not release these records to any third party (e.g. The Raptor Study Group) without

your prior written approval.

Number

As well as accepting the number of birds in this column you can also indicate more information regarding the number such as 'c' this must precede the number, '+', 'P', if in doubt add a note in the

Comments

This is where you put in anything you feel may be interesting and relevant to the sighting, e.g. the local significance of the record, comparisons to previous years' records, also explanations to the inputters, confidentiality, etc. Observers' anecdotes are often useful in preparing a readable Bird Report. Use as many lines as necessary for your comments but make sure that the inputters know where the comment finishes. A thick line will probably suffice.

Additional Information

Detailed descriptions of rare or unusual birds, sketches, etc. should be entered on separate sheets, bearing your name and address and submitted with your Record Forms. See also notes about Rarities below.

Notes and short articles are always welcomed for possible inclusion in the Bird Report or in the Society's newsletter Bird News. Such articles could describe the circumstances in which a rarity was found or interesting behaviour observed.

Submission of Paper Records

Please return your forms to reach the Data Manager by 31 January if possible. Records received after 28 February may not be published in the Bird Report as from 1 March the records have to be reviewed and upload to meet the deadline for publication.

For additional Record Forms please send a large sae to address below.

Send your Record Forms (preferably stapled together) and other requirement requests to :
PJ Hampson, Data Manager, 2 Winsfield Road, Hazel Grove, STOCKPORT, Cheshire, SK7 6ES