

## Submission of Records

**The preferred method of receiving records is electronically.** For a copy of *Submission of Electronic Records -brief guidelines* [click here](#). Records should be sent to [submissions@cawos.org](mailto:submissions@cawos.org) in spreadsheet format or by post on a disc or CD (to download a copy of the CAWOS recording sheet click [here](#)). **Help and advice** is available from [submissions@cawos.org](mailto:submissions@cawos.org).

If sending in paper records use the standard Record form [click here](#). For a copy of *Guidelines for the Submission of Paper Records* [click here](#) or contact: **Phil Hampson, 2 Winsfield Road, Hazel Grove, Cheshire, SK7 6ES. Email: [Phil Hampson](mailto:Phil.Hampson@ca.gov.uk)**

Records will be entered into the BirdTrack.

Notes and short articles are always welcome for possible inclusion in the *Bird Report* or in the quarterly newsletter *Bird News*. Such articles could include describing any interesting behaviour observed, or the circumstances in which a rarity was found.

If acknowledgement of receipt of records and/or rarity descriptions is required include an sae. If you would like a supply of replacement Record Forms send a large sae for these.

### Electronic Records

A copy of the standard CAWOS Recording sheet can be downloaded from [here](#)

Each column has a short note detailing the content of the column, full details on completing the spreadsheet can be found clicking [here](#).

Where possible please refer to the published [Cheshire and Wirral Gazetteer](#) when listing the site name and grid ref. A more detailed location can always be included under 'Visit Comments'; in this case the more precise grid ref (if given) will still be held against that record.

A new site can be added if it cannot readily be included under another site already listed, or if it is an important birding location which was missed off the original list. You must draw our attention to this new site in the main body of your e-mail and provide the 6-figure grid ref, the nearest town or village, and a suggested site name. The *Gazetteer* is free to members and regular contributors of records, but further copies are available at our indoor meetings, or by sending a cheque payable to CAWOS for £1.75 (incl p&p) to **Phil Hampson, 2 Winsfield Road, Hazel Grove, Cheshire, SK7 6ES**. Up-to-date electronic copies of the *Gazetteer* are also available - see this [link](#).

Unidentified sightings, e.g. 'diver sp.' or 'commic' tern, and records of subspecies or races should also be sent in.

Any breeding records of 'Schedule One Breeding Species' will be automatically marked as confidential by the database. In addition, each observer has the option to mark any of their records confidential and these will not be released to any third party without the observer's prior approval. If the observer is unwilling to give an accurate description of the location, general locations may be used such as Wirral, Chester, North Cheshire, East Cheshire, MidCheshire and South-East Cheshire, as listed in the *Gazetteer*.

The local significance of some records may not be immediately apparent. Additional comments are therefore welcomed and observers' anecdotes are often useful in preparing a readable *Bird Report*. Comparisons to previous years' records are also useful.

If your sighting refers to an unusually early or late date for a particular species, please add as much extra information as possible, e.g. whether the bird was singing or not.

Electronic copies of both the Species List and the Site List are available on request from **Phil Hampson, 2 Winsfield Road, Hazel Grove, Cheshire, SK7 6ES**. Email: [Phil Hampson](mailto:Phil.Hampson@cheshirebirdclub.co.uk) .

Electronic records should be e-mailed to [submissions](mailto:submissions@cheshirebirdclub.co.uk) , or by post on a disc or CD to: **Phil Hampson, 2 Winsfield Road, Hazel Grove, Cheshire, SK7 6ES**

### **Paper Records**

Type, print or write **legibly** in black or blue ink. There is no longer a need to leave blank lines between records, nor to use one side of the form only, so please use both sides to save paper.

Please fill in both the page number and the total number of pages submitted at the top of each form, e.g. page 2 of 4.

Because the records will no longer be cut and pasted, if you have many sightings under one date there is no need to keep repeating that date, but clearly indicate a change in the date by drawing a line under those entries. This also goes for locality - if you see many species from the same site there is no need to keep repeating the site name. **But please make sure it will be clear to the inputters what you mean.**

Again, because the records will no longer be cut and pasted, there is no need to follow the order of species as in the *Bird Report*. Send in your records in the order of sighting in your notebook and at frequent intervals - **please do not wait until the end of the year** (not applicable to computerised records). This will allow time for the records to be manually inputted into the database.

**Please note:** other salient points listed under 'Electronic Records' should be noted, e.g. the use of specific dates, accurate numbers, and *Gazetteer* site names and grid refs where possible, and the desirability for additional comments to put the record in context.

If paper records are sent in at the end of the year they should reach the Records Secretary by 31st January. Records received after 28th February may not be published, as records are entered in the database, reviewed and the report written starting from 1st March in order to meet the deadline for publishing the *Bird Report*. **It helps if paper records are sent in at regular intervals** in order to avoid the rush at the end of the year. Paper records should be sent to **Phil Hampson, 2 Winsfield Road, Hazel Grove, Cheshire, SK7 6ES**

### **County Rarities**

Full descriptions, when required, should be written out on a county Rarity Form -click [here](#). They may also be sent in electronically, but the information given must be the same as on the form. Guidelines for assessing scarce county bird records are available as a pdf file by clicking [here](#) . A complete list of county rarities is published in the *Bird Report* or by clicking [here](#). Email or post county rarity descriptions **as soon as possible after the sighting** to the Rarities Secretary: **Jane Turner, Quintways, Marine Road, Hoylake, Wirral, CH47 2AS. Tel: 0151 632 3308 Email: [rarities](mailto:jane.turner@cheshirebirdclub.co.uk)**

### **National Rarities**

Records of national rarities have to be accepted by the British Birds Rarities Committee (BBRC) before they are accepted for publication in the *Bird Report*. A list of these species is published in *British Birds* periodically. To allow time for circulation and approval of the record by the BBRC

before the *Bird Report* is published, descriptions should be sent in **as soon as possible after the sighting**. E-mail or post national rarity descriptions to the County Recorder: **Hugh Pulsford, 6 Buttermere Drive, Great Warford, Cheshire, SK9 7WA.Tel: 01565 880171**  
Email: [County Recorder](#)