



Vouchering Specimens

Jack Whisenant 2026

Any specimen referenced in a thesis, dissertation, or publication needs to have a permanent voucher deposited in an institutional collection, to confirm specimen identification and **ensure repeatability** of the scientific work that was done. **Before starting:** come down to the CUIC and have a quick conversation with collections staff to confirm your vouchering process aligns with your research goals.

1 Mount & label specimens

Labels should include: Collection data, Identification and who did the ID, notes about **anything that was done to the specimen in the course of the project** (DNA extracted, photographed, etc.).

USA: NY: Tompkins Co.:
Cornell: Comstock Rm. 2144
42.4465, -76.4796; 15 Jun 2022;
J.R. Whisenant, in windowsill

5 pt. font
4-5 lines

DD Mon YYYY
date format

3-4 decimal
points for GPS

May include multiple
labels if information
doesn't fit on one

← 2 cm. wide maximum
(for pinned material) →

Collection Data

We have templates for both
pinned and alcohol specimens

Other labels to include

(as needed)

Photographed
CUIC
Photographed
CUIC
Photographed
CUIC
Photographed
CUIC

Sequenced in
GenBank
Sequenced in
GenBank
Sequenced in
GenBank
Sequenced in
GenBank



2 Enter data in CUIC spreadsheet

A sample spreadsheet is available on the CUIC Resources page, or can be obtained from collections staff. This spreadsheet corresponds to the CUIC Specify database fields - including fields for dissection, DNA extraction (also *who* did the extraction, who did the IDs, links to BOLD or other databases where that info can be found and referenced)

3 Assign CUIC barcodes to each specimen (or one barcode per vial of EtOH specimens)

These numbers can be referenced directly in the publication if they are assigned before it goes to press. Make sure the numbers are also entered into the Unique Identifier field at the beginning of the spreadsheet!



4 Bring specimens to the CUIC and send a copy of your completed spreadsheet to the manager of collections.

5 Celebrate!