

## Introduction

This list is meant to be a living document of words that should be consistently capitalized when contributing to the TDWG website <https://tdwg.org/>. While singling out instances where words should be capitalized (or not) can be confusing (vs. making everything lower case or sentence case), it makes the distinction between TDWG's version/policy/role/standard and that of a generic reference to those.

## Roles

In general, roles (e.g., organizer, convener, chair, editor), when *not referring to the role of a specific person or an Executive position*, are used in lower case. The following roles should be in upper case:

Executive Committee (also Exec)

Chair

Deputy Chair

Secretary

Treasurer

Functional Subcommittees

Technical Architecture Group

Fundraising and Partnerships

Infrastructure

Outreach and Communications

Time and Place

Regional Representative for [Region]

Administrator, TDWG Secretariat

Editor-in-Chief

Program Committee (Chair, Co-Chair etc. when paired with a specific person)

Local Committee (Chair, Co-Chair etc. when paired with a specific person)

## Policies & Standards

Named TDWG policies and TDWG standards should have major words capitalized; generic policy references (e.g., terms of use; codes of conduct) should be in lower case

## TDWG Policies & Guidelines

Code of Conduct

Contributing to the TDWG Website (as title); contributing to the TDWG website (in a sentence)

By-laws (formerly TDWG Process on About)  
Constitution  
Incorporation and Status  
Letter of Determination  
Liability Disclaimer and Release - COVID-19  
Logos (as title); logos (in a sentence)  
Membership (as policy); membership (in sentence)  
Review Manager guidelines  
TDWG Code of Conduct  
TDWG Diversity and Inclusion statement  
Terms of Use

## TDWG Standards

### Current standards

Audubon Core Multimedia Resources Metadata Schema  
Darwin Core  
GUID and Life Sciences Identifiers Applicability Statements  
TDWG Access Protocol for Information Retrieval (TAPIR)  
TDWG Standards Documentation Standard (SDS)  
Vocabulary Maintenance Standard (VMS)

### 2005 standards

Access to Biological Collection Data (ABCD) Schema  
Description Language for Taxonomy (DELTA)  
Structured Descriptive Data (SDD)  
Taxonomic Concept Transfer Schema (TCS)

### Draft standards

Global Genome Biodiversity Network (GGBN) Data Standard  
Natural Collections Descriptions (NCD)

### Prior standards

Authors of Plant Names  
Botanico-Periodicum-Huntianum  
Botanico-Periodicum-Huntianum/Supplement  
Economic Botany Data Collection Standard  
Floristic Regions of the World  
Herbarium Information Standards and Protocols for Interchange of Data (HISPID3)  
Index Herbariorum. Part I: The Herbaria of the World  
International Transfer Format for Botanic Garden Plant Records (IFT2)

Plant Names in Botanical Databases  
Plant Occurrence and Status Scheme (POSS)  
Taxonomic Literature, Edition 2 and its Supplements (TL-2)  
World Geographical Scheme for Recording Plant Distributions (WGSRPD)  
XDF - A Language for the Definition and Exchange of Biological Data Sets

## Interest, Maintenance, & Task Groups

All major words should be capitalized for names of groups.

### Interest Groups

Access to Biological Collections Data  
Annotations  
Attribution  
Biodiversity Data Quality  
Biodiversity Informatics Curriculum  
Biodiversity Services and Clients  
Biological Interactions Data  
Citizen Science  
Collection Descriptions  
Earth Sciences and Paleobiology  
Genomic Biodiversity  
Geographical Schemes  
Machine Observations  
Observations & Specimens  
Process  
Species Information

### Maintenance Groups

Audubon Core  
Darwin Core  
Taxonomic Concept Schema (TCS)

### Task Groups

Task group names are currently not uniformly represented as belonging to an interest or maintenance group. It is recognized that this will change in the new website.

3D Imagery and Data  
Views Controlled Vocabularies  
Vocabularies (TG4) - Best practices for development of vocabularies of values  
Darwin Core Chronometric Age Extension

Data Quality Tests & Assertions  
Data Quality Use Cases  
Extension for Geosciences (EFG)  
Framework on Data Quality  
Environmental Samples and eDNA  
Sustainable Darwin Core MixS Interoperability  
Humboldt Core  
Invasive Organism Information  
Mineralogy Extension  
Minimum Information about a Digital Specimen (MIDS)  
How did it Die?  
Material Sample  
Phenology  
People in Biodiversity Data  
Plinian Core  
Taxonomic Concept Schema (TCS2)