



How to Publish a Studbook using SPARKS

1. Open a new Microsoft Word document
2. Create a Cover page with these required items or contact the PMC Studbook Analyst (PMC@lpzoo.org) for a publication template.
 - a. Species common name, species scientific name, studbook keeper name, studbook keeper institution, studbook keeper e-mail, and geographical and chronological scope can be found from the main menu of SPARKS by choosing 4 - System Utilities and then 6 - Footnotes
 - b. Date that the Studbook Data is current to
 - c. Date of the Studbook Publication
 - d. Photo of species
3. Create a Table of Contents
4. Create a Table including the Living Population
 - a. Open studbook in SPARKS
 - b. From the main menu, select 3 - Reports
 - c. Use your left arrow key to select filters
 - i. Select End of Date Span
 1. Enter yesterday's date for the Stop Date
 2. Enter E for End of date span
 - ii. Select Living\Dead\LTF
 1. Select 'Living by date shown'
 - d. Press the right arrow twice to select the sort order – order by Location (alphabetic)
 - e. Left arrow to get back to main menu and select 2 - Studbook Report
 - f. Studbook Report settings
 - i. Report Event Types – **Y**
 - ii. Birth Origin column – **N**
 - iii. Country column – **N**
 - iv. Death Notes line – **Y**
 - v. Death-Date column – **N**
 - vi. Removal Date column – **N**
 - vii. Rearing Type column – **N**
 - viii. Tag/Band column – **N**
 - ix. Tattoo Column – **N**
 - x. Notch column – **N**
 - xi. House Name – **N**
 - xii. Breeder number – **N**
 - xiii. Transponder number – **N**
 - xiv. Regional stbk # -- **N**
 - g. Obtain separate report for each institution – choose No
 - h. Select 'File' from the list of options that appears
 - i. Select 'No codes' from the second list that appears
 - j. Page settings
 - i. Include page headers & footers – **Y**
 - ii. Print species notes – **N**
 - iii. Print location glossary – **N**
 - iv. Include contact names – **N**
 - v. Include loan information – **Y**
 - k. Select X - Exit to exit from SPARKS and select Y to ;Save output to file rather than print;
 - l. Name the Studbook Report a unique name so you know what the file is and can find it easily
 - m. Find the Studbook Report by opening C: \ SPARKS\ Studbook name
 - n. Right click on the Studbook Report you just created, go to 'Open With', and choose Microsoft Word
 - o. Copy and paste only the table into your studbook document
 - i. Do not format the table yet
5. Create a Table including the entire Historical Population

- a. Open studbook in SPARKS
 - b. Select 3 - Reports
 - c. Use your right arrow key to select the sort order
 - i. Select 'Studbook Number'
 - d. Left arrow to get back to the Reports menu and select 2 - Studbook Report
 - e. Use the same report settings that you used for living population. See steps 4f – 4j.
 - i. The only exception to this is that 'Print Location Glossary' should be **Y**
 - f. Select X – Exit to exit from SPARKS and select Y to Save output file rather than print
 - g. Name the Studbook Report a unique name so you know what the file is and can find it easily
 - h. Find the Studbook Report by opening C: \ SPARKS\ Studbook name
 - i. Right click on the Studbook Report you just created, go to 'Open With', and choose Microsoft Word
 - j. Copy and paste only the table into your studbook document
6. Format your studbook document
 - a. Highlight the historical and living population tables
 - b. Change the font to Courier New and font size to 9
 - c. Click on File menu and then choose Page Setup
 - d. Change the margins so the top and bottom are 0.5" and the left and right are 0.25"
 7. Update the Studbook Disclaimer (found on page 18 of this handbook) with today's date and studbook keeper institution
 - a. Insert this disclaimer into the Word document
 8. Add any extra information to your studbook (e.g., natural history, husbandry, bibliography)
 9. Add a list of Data Field Descriptions (These are the default definitions. Change them to reflect any differences in your studbook)

Studbook ID – unique number assigned to each individual in the studbook. The studbook number is a permanent number.

Birth Date – This field indicates the date of an animal's birth. There is a birth date for every individual. Please check the next column "Birth Date Est." to judge the accuracy of that date.

Birth Date Est. – Indicated if the Birth Date field is an estimate.

None = No estimation

Day = The day is estimated

Month = The month is estimated

Year = The actual birth date is within the year of the Birth Date field

Sire/Dam –

Numbers indicate the Studbook ID of the parents of the zoo born animals

WILD indicates that an animal was wild caught and its parents are unknown wild individuals

UNK indicates that the animal was zoo-born but identification of the parents is not known

MULT indicates that there are several possible parents in zoos, but the specific one could not be determined. A parental assumptions note in the Specimen Notes field is included with this parental designation to indicate which animals could be the potential parent.

Sex – male, female, unknown

Event – This field documents the movements of individual animals from the first location to the current or last known location. This includes Birth/Hatch, Transfer, Death, Go LTF (Lost to Follow up), Return from LTF, and Release. UNKNOWN indicates that the animal exists or existed, but its location cannot be reliably confirmed.

Location – This field indicates the location where the event took place.

Local ID – This is the number assigned by the institution in which the event took place. UNKNOWN indicates that either an ID was not assigned or no information exists to indicate that an ID was assigned.

Date – This field documents the date that events occurred. Each event has a date associated with it. Also, check the adjacent column (Date Est.) to determine the accuracy of this date.

Date Est. – Indicates if the adjacent Date field is an estimate.

None = No estimation

Day = The day is estimated

Month = The month is estimated

Year = The actual date is within the year of the Event Date field

House Name – This field indicates the name given to the animal at a specific location. Individuals may be given a different house name each time they move to a different location.

10. Add any data conventions in your studbook that are not outlined in the AZA Data Entry Guidelines Manual
11. Update the Table of Contents
12. Click on Adobe PDF and select convert to Adobe PDF and save the PDF to your desktop.

Complete both 13 & 14 on the next page to finalize your Studbook Publication.

13. *E-mail a copy of the Studbook Publication PDF to both Conservation@AZA.org and PMC@LPZoo.org to post it on the AZA website
14. *Then send a copy of your database for archiving to PMC@LPZoo.org using <https://wetransfer.com/>
 - a. The PMC *cannot* receive ZIP files
 - b. You may send your files using your preferred file transfer service: DropBox, OneDrive, Box, ShareFile, etc.

**Required to fulfill accountability deadline*