### *How to submit a building stone location to London Pavement Geology: a step-by-step guide.*

We welcome submissions from everyone to the London Pavement Geology (http://londonpavementgeology.co.uk) website via the **Submit Location** on-line form at http://londonpavementgeology.co.uk/submit-a-location/. Although our website retains its original brand as London Pavement Geology, we are now welcoming building stone localities from across the UK. Feel free to add information about building stones whether you are an architect completing a new project, a student or teacher recording the stones used on your local high street or if you just want to know what that amazing building you walk past every day is built from. You don't need to know anything about geology or building stones to contribute to this site, however if you are an expert we'd be delighted to hear from you!

In addition, if you spot a building with interesting looking building stones, fill in the basic information on the form, and ideally a photograph, and then we will come and check it out and, if necessary, fill in the rest for you.

It is a good idea to check on the London Pavement Geology Geosites page to see if the building you want to record is already listed – zoom in from this link http://londonpavementgeology.co.uk/geo-sites/. However do feel free to add further information to one of our sites if you think we have missed something.

**IMPORTANT** Please note that Pavement Geology is all about geology you can see from the pavement. Therefore, we do not accept submissions of the interiors of buildings (this often requires special permission). We also do not accept private homes without the explicit permission of the owner.

Each submission is for one type of stone identified on the building. If you find 3 types of stones, then you will need to make 3 submissions, one for each stone.

Don't worry if you cannot fill in any of the fields, or if you put the wrong information in a field, as we are able to make edits easily. But your submission will be approved more quickly if you follow this guide.

*Here is a step-by-step guide on what to write in each field. Remember you can leave any field blank, however we will need some essential information – marked below with an asterisk \* so that we can confirm and approve your submission.*

**\*Building Name or Address:**
This is the name or address of the building. For example, it may be a specific name; i.e Buckingham Palace or a shop name like WH Smith. Otherwise just use the address, i.e. 10 Downing Street. If you are adding something that is not a building, such as a statue, fountain, or a bridge, then just write its name, i.e. Westminster Bridge, Statue of Queen Victoria or just 'Fountain'. For paving or cobble stones, please write something like 'Paving outside 10, Downing Street' or 'Paving on west side of Whitehall'.

Please do write something in this box as we need this information to locate the building and stone!

**\*Location of geological feature:**

This is the location on the building where this particular stone is found or used. For example: 'main building stone' or 'foundations' or 'columns by the doorway'. You can also add quite a lot of description in this box if necessary, to highlight particular features such as colour or the precise location of a good fossil example.

Again, it is essential to write something in this box so that we and other users can locate the stone.

**Description of geological feature:**
Ideally this should be the recognised stone name, i.e. Portland Stone, Baltic Brown, Cornish Granite. We have standardised the stone names used in London Pavement Geology to keep things both simple and consistent. For example, a common stone which is variably called Jura Gelb, White Jura, Yellow Jura, Jura Limestone, Treuchtlingen Marble etc. we call 'Jura Marble' on the website. However, do not worry if you don't know what our standard names are, or indeed, the name or trade name of the stone. You can add the name if you know it, or just 'granite' or limestone'.

If you do not know what to write in this field, please leave it blank.

*The next boxes enable the user to submit 4 types of geological information …*

**Geol 1 (Fossil):**
If you notice fossils in the stone and you are able to identify them, please say what they are here.

If you do not know what to write in this field, please leave it blank.

**Geol 2 (Rock type):**
If you are able to identify the rock, then please write its general name here: i.e. sandstone, limestone, granite, marble, etc.

If you do not know what to write in this field, please leave it blank.

**Geol 3 (Age):**
This field will take either text or numbers, so if you know the stratigraphic or absolute geological age of a stone used, please add it, i.e. Kimmeridgian, Upper Jurassic, Jurassic, Mesozoic or 140 Ma.

If you do not know what to write in this field, please leave it blank.

**Geol 4 (source location, quarry/country):**
If you know the origin of the stone, please write it here. This can be quite specific, i.e. 'Jordans Quarry, Isle of Portland, Dorset, UK' or general i.e. 'Brazil'.

If you do not know what to write in this field, please leave it blank.

*\*The next set of fields and the clickable map are for recording location details via several methods. It is essential that at least one of the following actions relating to location details is completed. This information is needed so the location can be found easily by all users, and importantly by the London Pavement Geology team so we can check out your location to add any further information and finally approve your submission. There is no need to fill in all the boxes,*

*and feel free to leave all but one blank. The best options to choose are adding the Street Address AND locating the building using the clickable map.*

**Nearest Station**
All a number of stations are available in the drop-down menu. If you cannot find your nearest station, please include it in the '**Building Name or Address**' box and we will add it to the drop-down list.
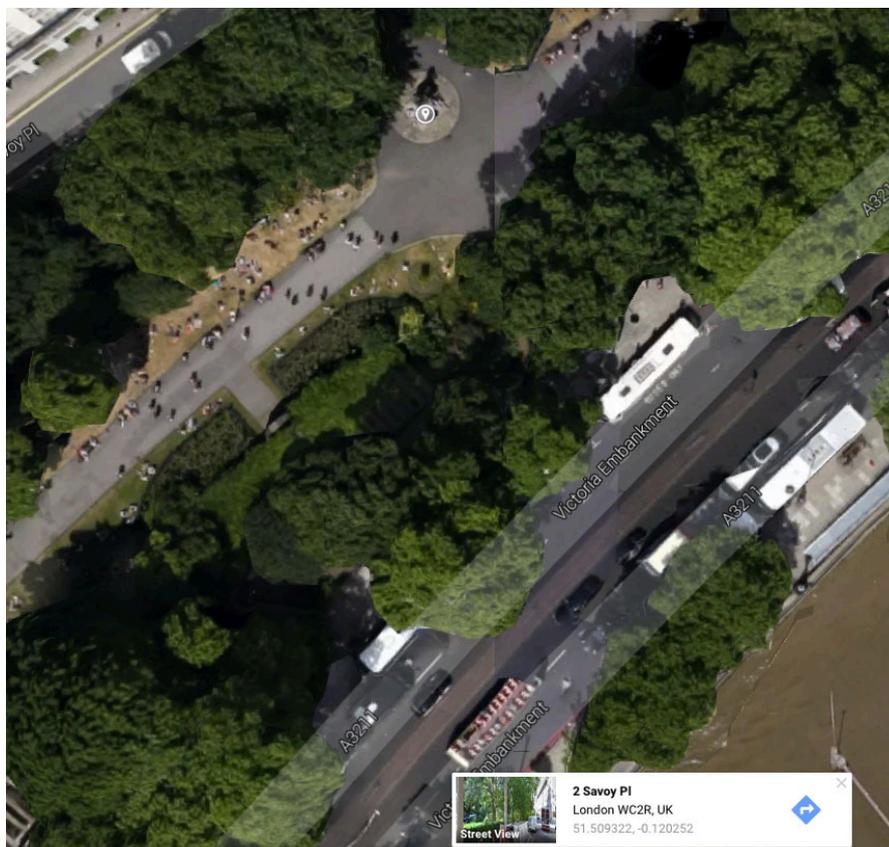
**Street Address**
This is the full address of the building including either the full or partial postcode. London street signs include partial postcodes (i.e. 168, Drummond Street NW1), or full addresses can often easily be found following a quick internet search. If you are locating a feature that does not have an address, like a bridge or a statue, you can still include the partial postcode or leave this field blank and use one of the other options to provide location details.

**Google Map Reference**
This is particularly useful for places that do not have an address, like a sculpture in a park. For example, in the image below, if you wanted to enter the location of the sculpture in Victoria Embankment Gardens in Google Maps, click once on the location and a grey balloon marker appears along with a pop-up box which contains a set of coordinates. These can be copied and pasted into the box. This will automatically identify your location on the map after your form is submitted. However, beware, I have found mistakes in Google Map coordinates!

The picture below is a screen shot from Google Maps of a statue in Victoria Embankment Gardens. The stature at middle top of the image is marked by a grey and white symbol and the pop up box at the bottom contains the coordinates as numbers, in this case 51.509322, -0.120252.

**Click on Map to get Location Coordinates:**
This is the easiest way to add a location, particularly if you are using a mobile device. You can zoom in on the map of London using the + and – signs in the bottom right corner. When you have found the geographical location of your building stone, click on it and a red balloon symbol will appear. If you want to tweak your location, just click again.

**Latitude** and **Longitude**
These boxes will be automatically populated when you use the clickable map above. Please do not try to write anything in them.

*Adding photographs and Category …*

**Category**
This denotes the pin colour on the map. The broad rock type can be selected from the drop-down menu as Igneous, Metamorphic or Sedimentary. If you find a spectacular fossil example or an interesting sedimentary or tectonic structure, then select these options.

If you do not know which option to select, please leave it blank i.e. on 'make selection').

*You can then submit up to 4 photographs. Ideally please include a photograph of the general location, so people using this website on a mobile device can get an immediate visual clue of what they are looking for, and a close up of the geological feature you want to highlight.*

***About photographs****: please submit your photos in **landscape** form so that they will look their best on the website. Images taken in 'portrait' format will be cropped. If you are taking photos on a mobile phone, rotate it to the horizontal. Please ensure your photos are of good enough quality to enable the building* and *geological feature to be clearly seen in appropriate detail and recognisable by users visiting the site. I am afraid that we will not approve submissions with blurred or otherwise inappropriate photographs.*

*If you are not able to take photographs, no problem, but one of the Pavement Geology team will need to visit the location to photograph it and this will inevitably delay the submission being published on the website.*

**Name of Submitter**
We want to credit everyone who submits a location on the London Pavement Geology website, at the end of each geosite location report. Please insert your name in the box in the format you would like to see it on the website. If you would prefer to remain anonymous, then please leave this box blank.

**Email of Submitter**
Please write you contact email in this box. Your email will NOT be displayed on the website. However, when your location is submitted we will receive your email address and we will be able to contact you to thank you for submission and, if necessary, clarify any aspects of your submission with you. Your email address will not be used for any other purpose and will not be passed on to any third parties. However, if you do not wish to add your email address, please leave this box blank.

**Building Architect**
If you know the name of the architect responsible for construction, please write their name/s here.

If you do not know what to write in this field, please leave it blank.

**Date of Build**
If you know the date of construction or restoration of the building, please insert it here (year only), i.e. 1976.

If you do not know what to write in this field, please leave it blank.

**Please enter the word below:**
There will be a photograph of a number or a word on a sign. Please write the number in the box below the photograph. This proves that you are real human being. The reason that we do this is because viruses can infect web forms such as this by send spurious data. Only humans can interpret these photos! In the example below, you would need to type 121 into the text box.



Click **Submit** and you're done!

*What happens next?*
Your submission will automatically generate an email which is sent to Ruth Siddall and Dave Wallis. We will then be able to see your data in the London Pavement Geology database. We reserve the right to edit the data so that the format complies with data already submitted, for the sake of consistency. We also reserve the right to correct any errors or delete photos which are blurred or not appropriate. The timescale for approval varies depending on the level of data that you have submitted. If this is a detailed data set with good photographs then it should go live within a few hours. If we need to go and check the location and identify the stone used then I am afraid it may take a couple of weeks, as we are only really able to do this at the weekends. We will let you know the timescale if you supply us with your email in the submission form.

If you have any further comments or suggestions for Ruth and Dave, please use the 'Contact' form at http://londonpavementgeology.co.uk/contact/

Thank you for helping us build this database!

Ruth Siddall
Dave Wallis