

## **Guidelines for Archaeologists**

These guidelines were produced by the 'Irish Association of Professional Archaeologists (IAPA) in 2000.

These guidelines will be reviewed in the near future by the IAI

### **INTRODUCTION**

For a long time archaeology was perceived as the preserve of intellectuals, cosseted away in universities and museums. The State archaeological services in both jurisdictions were seen as self-contained and self-regulating, particularly so in the Republic of Ireland, where strict legislation pertained to the archaeological heritage. In the past ten years, however, there has been a radical change in the balance between private sector and state-funded archaeology. This has largely resulted from the obligation on developers to fund archaeological work, thereby mitigating the impact of new development on the archaeological heritage. Arising from this, large sums of money are now being spent on archaeology and the number of people engaged in 'contract' archaeology has correspondingly increased.

Given the nature of the subject, it is evident that commercial criteria alone cannot be the sole regulating mechanism. Neither can governments be expected to legislate for every aspect of conduct. Consequently, much depends on the moral fibre and basic good behaviour of archaeological practitioners.

The Irish Association of Professional Archaeologists has always played a critical role in the professionalisation of archaeology and it is timely, therefore, that their *Guidelines for Archaeologists* are now to be published. Some of the principles upheld by this booklet are enshrined in law (especially in the Republic of Ireland), some are merely good common sense, while others, unfortunately, remain aspirational. Critical to the concept of professionalism are shared values and mutual recognition of experience, specialisations and skills, but even more deep-seated is the recognition of the philosophical base that places conduct on a higher pedestal than remuneration. Furthermore, educational institutions have a duty to equip their graduates with the necessary skills for their work environment and the State sector should never lose sight of the reason for its existence - public service.

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## **SECTION 1. CODE OF PRACTICE**

1. An archaeologist shall observe the highest standards of integrity in the practice of the

profession.

**1.2** The legislation governing sites and monuments, antiquities, planning, standards of public accountancy and employment in force in the jurisdiction in which the archaeologist is working shall be observed in full, in particular:

- i. an archaeologist shall not under any circumstances personally collect or deal in antiquities, nor shall the archaeologist advise for reward any who engage in the trade in antiquities. An archaeologist must in all cases report all breaches of the laws governing sites and monuments and antiquities to the proper authorities.
- ii. an archaeologist shall conform to all relevant planning and environmental legislation and shall tender all advice and recommendations required by public authorities or private employers objectively. It shall be considered grave misconduct for an archaeologist to distort professional advice and recommendations to public or private agencies for any reason or reward of any kind.
- iii. an archaeologist acting as an employer shall be scrupulous in arranging for the welfare, safety and proper remuneration of

the staff engaged and where required for the safety of the public also.

- iv. an archaeologist acting as a contractor shall ensure that the conditions necessary to achieve professional standards of work and of eventual publication shall be in place before commencing a contracted task.
- v. an archaeologist acting as a sub-contractor shall ensure that the contractual arrangements governing the task contracted for allow the achievement of professional standards of working and eventual publication.
- vi. an archaeologist who is also a public servant shall advise the employing authority where official instructions compromise proper professional standards of practice. Such an archaeologist shall always frame official advice objectively.
- vii. an archaeologist, in the conduct of his or her archaeological work, shall not offer or accept inducements which could reasonably be construed as bribes.
- viii. no archaeologist will offer for reward opinion or recommendations without reference to adequate first-hand inspection of the physical evidence.

**1.3** The archaeologist undertaking any potentially destructive course of research, including excavation or physical sampling of objects, shall use the highest standards of recording and analysis available. In all cases, proper arrangements for the conservation and long-term custody of the evidence found must be made.

**1.4** Except in the case of emergency intervention in order to rescue evidence which might otherwise be destroyed, no destructive course of research shall be undertaken without the provision of the necessary conditions for achieving the required standard of recording, conservation and analysis of the evidence found.

**1.5** Archaeologists have a duty to inform the general public at all levels of the objectives and

method of archaeology in general and of individual projects in particular, using all the communication techniques at their disposal.

**1.6** Archaeologists have a duty to keep themselves informed of developments in knowledge and methodology relating to their field of specialisation and to techniques of fieldwork, conservation, information dissemination, and related areas.

**1.7** A research design should be formulated as an essential prelude to all projects.

**1.8** Adequate reports on all projects should be prepared and made

accessible to the archaeological community as a whole with the minimum delay through appropriate conventional and/or electronic publishing media, following an initial period of confidentiality not exceeding six calendar months.

**1.9** Archaeologists will have prior rights of publication in respect of projects for which they are responsible for a reasonable period not exceeding five years. During this period they will make their results as widely accessible as possible and will give sympathetic consideration to requests for information from colleagues and students, provided that these do not conflict with the primary right of publication. When the five-year period has expired the record should be freely available for analysis and publication by others.

**1.10** Written permission must be obtained for the use of original material, with acknowledgement to the source included in any subsequent publication.

**1.11** In recruiting staff for projects archaeologists shall not practice any form of discrimination based on sex, religion, age, race, disability, or sexual orientation.

**1.12** An archaeologist has a duty to ensure that this Code is observed throughout the membership of the Association, and also to encourage its adoption by others.

## **SECTION 2. CONTRACT AND LAW**

**2.1** Members shall abide by all legislation governing archaeological and other matters concerning working practices which is in force in the jurisdiction in which they are working. They shall seek to make themselves familiar with any changes in such legislation and, in particular, shall take note of any exploratory documents issued by the Association or by the relevant statutory body.

**2.2** No member shall enter into a contract, whether written or otherwise, to carry out archaeological work unless the terms under which it is entered into will allow the member, by means of provisions relating to financial resources and time and any other relevant matters, to carry out that work so as to fully comply with:

(i) the Association's Code of Practice (see **Section 1**)

and

(ii) any other guidelines adopted by the Association

**2.3** No member shall enter into or seek to enter into a contract or sub-contract, whether written or otherwise, with any person or body whereby that person or body undertakes to carry out archaeological work for or on behalf of a member unless the terms under which the contract or sub-

contract is entered into allow the work to be carried out in such a way as to fully comply with:

i. the Association's Code of Practice (see **Section 1**)

and

(ii) any other guidelines adopted by the Association

A member shall only enter into such a contract or sub-contract if the terms of the contract or sub-contract make clear the duties and responsibilities which each of the parties to the contract has in ensuring compliance with the above.

**2.4** Any contract or sub-contract entered into by a member that provides for the undertaking of the following categories of archaeological work shall be in writing:

(i) direction of an archaeological excavation and

(ii) the production of a specialist report and/or excavation analysis

**2.5** A member shall take reasonable steps to settle amicably and without recourse to litigation any dispute over a contract in relation to archaeological work, but this clause shall not in any way restrict the rights of members to legal redress.

**2.6** A member who is a director of a company engaging in archaeological work shall, when acting on behalf of the company, consider himself or herself bound in the same way by all clauses of these guidelines as if he or she were acting in his or her own personal capacity.

### **SECTION 3. THE USE AND MANAGEMENT OF THE ARCHAEOLOGICAL RESOURCE**

**3.1** The following guidelines are designed to direct the member towards the proper use and management of the archaeological resource. This is not necessarily the same as public or political guidance, although the same ethical requirements will apply. The archaeologist must always weigh the advantages and disadvantages of a particular course of action and assess its probable impact on the archaeological resource. Protection is a primary objective.

#### **3.2 Sites**

**3.2.1** The continued degradation of the archaeological landscape makes it imperative that archaeological site protection is placed above all other considerations. Archaeological sites are our core resource and the primary context for our information on the past. As such, it should be the aim of all archaeologists to encourage site protection (by public ownership or otherwise) and conservation.

**3.2.2** Access should be guaranteed for researchers and interested parties in those cases where a site is State or publicly owned, while private owners should be encouraged by the State to allow access to sites which are on private land. Members with influence in these sectors should use it to these ends.

**3.2.3** Excavation that is potentially damaging to the integrity of a site should only be undertaken when the benefits of the work can be demonstrated to outweigh the damage inflicted, and when the future safekeeping of associated artefacts and archives can be guaranteed. The decision should be made by peer review or through the licensing system. This is fundamental and obligatory in the case of research excavation but should also be the objective in the case of rescue excavation.

**3.2.4** All excavation should be undertaken and recorded to the highest standards, under the close direction of properly qualified and trained archaeologists. The Association should take steps to prevent unqualified individuals from directing archaeological excavations.

**3.2.5** Information relating to the discovery of previously unrecorded sites that comes to the notice of an archaeologist should be passed to the relevant Sites and Monuments Record.

**3.2.6** Damage to archaeological sites should be reported to the relevant national authority.

**3.2.7** See also **Section 5.2: Excavation**.

### **3.3 *Artefacts***

**3.3.1** The protection of and access to the artefactual resource requires that it should be publicly owned. The archaeologist who comes into the possession of artifacts should pass them onto and/or transfer their ownership to a museum. The Association should discourage the private ownership of artefacts, or the long-term ownership by institutions that are not museums.

**3.3.2** Museums should hold or receive artefacts only if they are registered by the MGC (Museum and Galleries Commission) or have been deemed acceptable repositories by the National Museums. Museums must adhere strictly to the MGC or equivalent guidelines for the care and maintenance of archaeological material. They must employ an object curator who is bound by these principles but this individual need not be an archaeologist.

**3.3.3** Archaeologists recovering artefacts by fieldwork should attempt to persuade the owner to pass title of those artefacts to a recognised repository (this is legally required in the Republic). Fieldwork activities for which the security of artefacts has not been satisfactorily guaranteed is unacceptable.

**3.3.4** Archaeologists recovering artefacts by fieldwork must be aware of

and have made arrangements for conservation, numbering and storage requirements to the standards of the MGC and NMI guidelines and as required by the recipient museum.

**3.3.5** All artefacts that have come into the possession of the State must immediately be made available for study. Members should, however, respect prior rights of publication where these are reasonable, justifiable and short-term.

**3.3.6** Legislation obliges every archaeologist to report any artefact that comes to their notice (including by means of excavation ) to the relevant National Museum.

**3.3.7** Any proposed study that is potentially damaging to an artifact must be scrutinised by the museum holding the artefact. In the Republic of Ireland a licence issued through the NMI is obligatory for the damaging study or change of all artefacts whomsoever owned. In Northern Ireland any such proposal relating to non state-owned artefacts should be offered for peer review. The objective of this scrutiny is to ascertain whether the gain made in archaeological knowledge justifies the damage made to the artefact, and whether the researcher is fully qualified to undertake the study.

#### **3.4 Archives (*Published and Unpublished*)**

**3.4.1** All archaeological research must see formal publication.

**3.4.2** Artefact and site archives held by public bodies should, with the exception of truly confidential cases, be accessible to researchers.

**3.4.3** The original or a full copy of an excavation archive should be placed in that State department that has been nominated to act as an archive. A complete finds archive should reside with the artefacts. The archives should then be accessible for study by researchers, prior claims being respected.

**3.4.4** Archaeologists should make their personal archives, or at least the information in their possession, available to colleagues, who in turn must respect prior rights.

**3.4.5** Archaeologists must acknowledge unpublished archives in their publications with the same rigour as would be done for published archives.

**3.4.6** See also **Section 3.10: Dissemination of Information**.

#### **3.5 Legislation**

**3.5.1** Legislation exists, in the main, to protect the heritage, the public and

the practitioner. It includes the National Monuments Act (with its various amendments), the Historic Monuments and Archaeological Objects (NI) Order 1995, health and safety legislation and employment legislation, planning policy documents and guidelines, and European or UNESCO Conventions.

**3.5.2** Every archaeologist should be completely familiar with, and obedient to, the legislation relevant to their archaeological interests and pursuits.

**3.5.3** See also **Section 2: Contract and the Law**.

### **3.6 Personnel**

**3.6.1** There are qualified and trained personnel within the archaeological community. Every member should utilise the relevant experience and skills of these individuals when undertaking archaeological investigations.

**3.6.2** See also **Section 2: Contract and Law**.

### **3.7 Facilities**

**3.7.1** Members, practitioners and institutions should ensure that they have, or can obtain, the proper equipment and expertise for any required activity.

**3.8.2** Members, practitioners and institutions with special facilities and expertise should endeavour to make their facilities and expertise available to those requiring assistance.

### **3.8 Finance**

**3.8.1** Financial resources must be used efficiently and effectively.

**3.8.2** It is essential that finance should be guaranteed for the completion of any project before the commencement of that project. Bonds and/or financially binding contracts are essential. Financial provision for the post-excavation analysis is especially important.

### **3.9 Public Interest**

Every member has an obligation to inform the public of the results of their activities, and to encourage public interest and participation. Consideration should be given to publicising the results of a project through a range of outlets, from conventional archaeological publications



to, for example, site viewing platforms, interpretation panels and lectures, open-days and school visits, radio and television programmes, videos and popular publications.

### ***3.10 Dissemination of Information***

**3.10.1** As a minimum a summary account of an archaeological excavation should be published, with copies submitted to the appropriate Sites and Monuments Record and licensing authority.

**3.10.2** The arguments for the appropriate scale of dissemination should be properly explained in the up-dated project design.

**3.10.3** Where applicable, the publication report should normally contain sufficient data and references to the project archive to permit interpretations to be challenged.

**3.10.4** Reports should fully integrate specialist contributions.

**3.10.5** The assistance of independent referees may be sought to enhance academic quality.

**3.10.6** Groups to which information should be disseminated include: the archaeological profession; the public; relevant government bodies and departments; the teaching profession; local historical and archaeological societies; students of archaeology; related disciplines (eg: historians); planning authorities and development agencies; tourist authorities; journalists and the media.

**3.10.7** The principle means of spreading archaeological information are: lectures; written reports in archaeological journals; reports in popular journals and magazines; reports and information lodged in archive form public offices; the internet; radio; television; newspapers; popular books; guidebooks and leaflets; special events; permanent displays and guided tours.

## **SECTION 4: THE ASSESSMENT OF SITES OF ARCHAEOLOGICAL POTENTIAL**

### ***4.1 Assessment by excavation of sites of archaeological potential***

**4.1.1** An archaeologist must be suitably qualified to undertake an Archaeological Impact Assessment (AIA). In both urban and rural areas the assessment is generally made on behalf of a developer client as part of a planning application. It is, however, very often carried out later, either as a result of a condition placed within the planning approval for a development in an archaeologically sensitive area, or as a request for additional information after a planning submission has been lodged.

**4.1.2** The concept of Environmental Impact Study (EIS) and Environmental Impact Assessment (EIA) is now established in planning law. The EIA regulations allow the planning authority to request an EIS to accompany the planning application for any project where they see reason to do so, in addition to those applications where the regulations make it mandatory to do so in all cases.

**4.1.3** The AIA can be conveniently prepared in a format that suits the archaeological component of an EIS. In all cases it must contain a number of essential elements, which are summarised in the following two sub-sections.

#### ***4.2 Desk study and pre-design consultation***

**4.2.1** The objective of the desk study is to alert the developer and their design team to the archaeological implications of their proposed development should it lie within a zone that is archaeologically sensitive. It should form part of the project's feasibility and budget studies and should include:

(i) a review of published and publicly-held information on the history of the site and its environs. The review should provide an overview of relevant information contained in published maps, the Sites and Monuments Record, the Urban Archaeological Survey, the records of the relevant National Museum and, where necessary, the Development Plan.

(ii) an outline of the likely impact of development on archaeological deposits and features present in the zone, with particular reference in urban areas to the proposed development's sub-structure design.

(iii) a review of the possible constraints which might be imposed on the development. This might include information on the probable extent of the zone of archaeological potential that surrounding a known monument, and/or an outline of the probable mitigation measures to be suggested. Consultations with a local authority archaeologist and/or the State's archaeological services may be appropriate at this stage.

(iv) a preliminary estimate of the likely scale, duration and cost of any archaeological resolution (pre-development excavation) which might be required.

(v) possible strategies for minimising the impact of the development on an archaeologically sensitive site through changes that could be made to the development's footprint layout, its foundation layout and design, and the position and levels of its drainage runs.

### **4.3 The Archaeological Assessment**

**4.3.1** The assessment follows on from the desk study and includes a survey of the physical surface and sub-surface remains on a site. In urban areas it examines the substrata, since most urban archaeological sites have no upstanding visible remains. The objective of the assessment is to record the location, nature and extent of sub-surface archaeological deposits and structures, and to assess the impact of the proposed development on these layers and features.

**4.3.2** *The physical survey* must be carried out by a licensed archaeologist and can be initiated in urban areas when engineering site investigations are being undertaken. Where appropriate, it should be followed by a more detailed programme of test trenching and geophysical survey.

**4.3.3** The archaeological inspection that is undertaken during engineering site investigations should include:

(i) an examination of the 200mm cores taken from shell and/or augur trial borings as these are extracted. These cores are generally taken by engineers as part of their geo-technical survey of the site.

(ii) an examination of the trial pits opened for engineering purposes that have been excavated under the supervision of the archaeologist. While archaeological inspection at this stage will rarely obviate the necessity for further exploratory testing, it can provide useful data on the depth, nature and thickness of underlying archaeological layers. As such, it can reduce the scale of archaeological test trenching, especially in locations of well-known archaeological potential where deep, rich organic deposits are known to exist, such as on Viking and medieval urban sites.

(iii) archaeological test trenching, which usually

involves the excavation of long narrow slit trenches to achieve a cross-sectional transect or group of transects across a site in which archaeological features and deposits may be noted. These are most often carried out by a mechanical excavator but sometimes hand-excavation is necessary. When this is judged to be the case then the trenches must be properly and safely shored and all health and safety recommendations and regulations closely adhered to.

**4.3.4** It should be noted that on sites with standing remains and well-defined deposits and in rich archaeological areas where trial borings have provided an indication of the location, depth and thickness of archaeological deposits, trenching should only be used to provide a detailed survey of the upper surface of the archaeological features or deposits. On urban sites, as the surface of surviving deposits can vary greatly across a site, it is important to establish the location and extent of basements. It is also necessary to examine any upstanding structures on the site with a view to recording and/or preservation.

**4.3.5** *The Assessment and Impact Study:* The scope of the archaeological assessment and the scale of the impact study are often very clearly spelt out by the planning authority in a planning condition. The assessment and impact study must provide the following information:

(i) the site's location and its importance in the archaeological record.

(ii) a full description of the sources studied and the methodology used.

(iii) a detailed description of the nature, location and depth of archaeological remains and deposits on the site, with levels quoted relative to Ordnance Datum (OD).

(iv) a description of the proposed development, with a detailed outline of its proposed substructure design, together with scaled drawings, quoting all proposed formation levels. Additional information should be provided concerning the levels of proposed drain runs, temporary structures (such as crane bases) and any temporary or enabling earthworks.

(v) a statement on the likely impact that the development, the construction of its substructure and any related site operations will have on the underlying archaeology and any long-term effects that will be generated by the development.

(vi) suggested mitigation and conservation measures, including alterations to the project's design and, where necessary, archaeological excavation.

**4.3.5** *The report* should include the following elements:

(i) a location map, with Ordnance Survey and National Grid references

(ii) the excavation licence's reference number

(iii) accurate scaled drawings clearly depicting the location of the test trenches and bore holes

(iv) scaled survey drawings (where possible), and/or sketched sections.

(v) scaled drawings of the proposed development showing the footprint of buildings, sub-structure layout and design, drainage runs and other services.

(vi) all levels quoted relative to Ordnance Datum.

(vii) a catalogue of finds retrieved during the investigation, with drawings where appropriate.

## **SECTION 5: ARCHAEOLOGICAL FIELDWORK**

### **5.1 Survey**

1. Archaeologists undertaking a survey should ensure that they have obtained the necessary

training, experience, academic background and management skills to enable them to undertake a professional job.

**5.1.2** It is essential that adequate insurance (including personal accident and public liability insurance) has been secured prior to the start of any fieldwork.

**5.1.3** The surveyor and/or the survey team must be recruited in a fair and objective manner, while provision must be made for their remuneration, accommodation, health and safety at work, insurance, training and fair employment conditions in accordance with legislation.

**5.1.4** The survey must be conducted with scrupulous regard to the health

and safety of staff members. Members should familiarise themselves with all relevant health and safety legislation and literature. For an introductory overview to these issues members are referred to the Council for British Archaeology's Practical Handbook entitled *Safety in Archaeological Fieldwork* (1989).

- i. the surveyors maintain good public relations with landowners, the public, the media, other professionals and any other interested parties.

(vi) the surveyors have due regard for the natural environment.

(vii) a report is prepared to an adequate standard in terms of levels of details, clarity of description, organisation, the use of plain English and the conventions used by particular journals.

(viii) illustrations be prepared accurately and to a professional standard.

(ix) surveyors co-operate as far as possible with other researchers interested in the material and, if appropriate, prepare interim and/or popular publications and deliver lectures on their research.

(x) surveyors co-operate with the representatives of relevant funding organisations.

(xi) a commitment to publishing (or archiving, if appropriate) a report of high professional standard (prepared with reference to earlier reports on similar material, guidelines on levels and structure of publication and style of journal or monograph) is maintained. (See also **Section 5: The preparation of site archives and published reports**).

- xii. new and updated information is deposited with the relative Sites and Monuments Record.

## **5.2 Excavation**

**5.2.1** Excavation removes a finite piece of stable but invisible 'heritage' and transforms it into a manageable archive which can be integrated and interpreted, but which will generally have less potential for future research than the undisturbed whole. Excavation archives can be costly to curate and inconvenient to access.

**5.2.2** The archaeologist must work to preserve archaeological sites in an undisturbed state and should only undertake excavations in unavoidable rescue circumstances or within a clearly-defined and written research strategy.

**5.2.3** Prior to excavation those in charge must ensure that:

- (i) the excavation is really necessary.

(ii) the excavation has been properly planned in advance and that there is a written research design.

(iii) adequate resources are guaranteed, in terms of skilled staff, money and specialist services to carry out the work to an acceptable standard.

(iv) they have got the necessary training, experience, academic background and management skills to enable him/her to do a good job.

(v) the archaeologist's employers and sponsoring institutions or developers are fully aware of their responsibilities for funding, support and assistance both in the field and in post-excavation procedures (eg: insurance, payments, premises).

(vi) the landowner is fully appraised of what the excavation will entail and that there is a written agreement over the transfer of ownership of excavated finds and samples.

(vii) full use has been made of non-destructive survey techniques in advance of excavation, when these may :

a. improve targeting of the dig and improve research design

(b) reduce unnecessary disturbance of deposits.

(viii) employees have been recruited in a fair and objective manner; that all contracts in excess of thirteen weeks are advertised and that provision is made for staffs' remuneration accommodation, health and safety at work, insurance, training and fair employment conditions in accordance with legislation.

(ix) contact is made in advance with other institutions, museums, laboratories, etc. from whom help may be needed and that this specialist advice, where it forms part of the project design, be properly remunerated.

(x) firm arrangements have been made with a recognised museum and archival institution for the long-term storage of finds and archives in a safe, publicly accessible location.

(xi) the terms of the licence are appropriate to the scale and circumstances of the excavation.

(xii) they do not get involved in excavations where it seems possible that adequate standards cannot be maintained.

i. competitive tendering should:

a. ensure that an adequate number of staff are provided at

recommended wages

- b. include adequate post-excavation funding
- c. allow for a realistic time-frame for the excavation, with provision for extension
- d. provide for an extension to the duration of fieldwork should this be required

(xiv) further excavation is not carried out while significant results of earlier work remain unpublished/unarchived/inaccessible.

(xv) adequate personal accident and public liability insurance is taken out.

**5.2.4** During the excavation the archaeologist and/or licence holder in charge will:

(i) carry out the excavation in accordance with a clearly defined and continuously reviewed research strategy.

(ii) apply the best possible excavation techniques.

(iii) use the most meticulous recording methods, appropriate to the deposits being examined.

(iv) have a manual of excavation techniques and recording methods in order to maintain a consistent high standard of written descriptions, drawings (and drawing conventions), finds, cataloguing, labelling, photographic records, environmental sampling, computerised databases, which can be consulted by site workers and in the post-excavation phase.

(v) carry out a programme of environmental sampling if necessary in accordance with specialist advice to minimise loss of data and to improve research opportunities.

(vi) make arrangements for professional conservation of excavated objects and structures at risk, if appropriate prior to their removal from context, and will as a matter of routine have basic first-aid facilities for most finds available on site or otherwise readily accessible.

(vii) conduct the excavation with scrupulous regard to the health and safety of staff, other workers and other visitors to the site.

(viii) provide on-site training where required to enable staff to perform tasks safely to adequate standard.



(ix) maintain good relations with landowners, the public, the media, professionals and any other interested parties. This may entail the provision of notices and guides, particularly at high profile 'tourist' sites.

(x) maintain a continual review of implications of discoveries on site and will adjust excavation techniques to new circumstances. This may involve suspension of all or part of the excavation pending advice on material which lies outside the specialisms of those on site.

(xi) avoid cutting corners or engaging in over-hasty excavation except in cases of dire rescue emergency and then only with a clearly defined and apparently achievable objective.

(xii) be scrupulously honest and openly accountable for financial management of the excavation in accordance with any guidelines laid down by the funding body.

(xiii) bring the excavation to an orderly conclusion within agreed time-limits. This will include backfilling, temporary fences, restoration, recovery of equipment, replacing or repairing boundaries, effecting repairs required by landowners, completion of sampling programmes, squaring off sections etc.

(xiv) be present on site throughout the duration of the excavation.

#### 5.2.5 During post-excavation the archaeologist in charge will:

(i) maintain a commitment to publishing (or archiving if appropriate) a report of high professional standard (prepared in reference to earlier reports on similar material, guidelines on levels and structure of publication and style of journal or monograph). See also **Section 5: The preparation of site archives and published reports**.

(ii) ensure that the excavated material and the archive are carefully preserved and accessible, preferably in a designated repository (See also Section 2.3 and 2.4).

(iii) prepare a report to adequate standard in terms of levels of details, organisation, clarity of description, the use of plain English, and the conventions used by particular journals.

(iv) have illustrations prepared accurately to an adequately professional standard.

(v) co-operate as far as possible with other researchers interested in the material and, if appropriate, prepare interim/popular publications and give lectures.

(vi) co-operate with representatives from funding and licensing bodies.

## **SECTION 6: GUIDELINES FOR THE PREPARATION OF SITE ARCHIVES AND PUBLISHED REPORTS**

### **6.1 Introduction**

The goal of an archaeological project, whatever its origin, is to collect specified data within time and cost constraints. The academic justification for the project must be clearly formulated and expressed at the outset. The end result should be a publication which reflects the significance of the data collected and the creation of an archive deposited in an appropriate place for continuing curation and legitimate access. For any project a team with appropriate knowledge and skills must carry out the work and should have a common understanding of the project objectives and communicate effectively with each other. All archaeological projects must be organised in phases. These are:

(i) project planning and the production of a project design which defines project objectives and provides an outline of the overall resources required to achieve these objectives.

(ii) fieldwork leading to the production of a site archive which records all the primary data collected during fieldwork.

(iii) assessment of potential for analysis and the production of an assessment report which states the academic potential of the data contained in the site archive. The report may also lead to the production of an updated research design which sets out further work considered necessary to fulfill this academic potential.

(iv) analysis and preparation of a data report which forms the basis of the final report and a text for publication which reflects the importance of the project results and their contribution to archaeological knowledge.

(v) dissemination of project results through publication and lectures, and the deposition of a project archive.

## **6.2 The Site Archive**

**6.2.1** The site archive will contain all data gathered during fieldwork and must be quantified, ordered, indexed and internally consistent. The site archive represents the original record of the project's results and must not be amended, even when subsequent research suggests interpretations different from those set down at the time of fieldwork. If at this or any subsequent stage in a project material is discarded from the site archive, this fact must be recorded.

2. *Material and records:* The first objective in assembling the site archive is to preserve the integrity of the primary field record. It must be maintained in optimum conditions to ensure the physical survival of the records, ecofacts, artefacts and other specimens. It will contain where relevant the following elements:
  - (i) copies of correspondence relating to the fieldwork
  - (ii) survey reports
  - (iii) site notebooks. diaries
  - (iv) original photographic record
  - (v) site drawings
  - (vi) original context sheets
  - (vii) artefacts. ecofacts and other sample residues
  - (viii) original finds records
  - (ix) records of conservation and x-rays undertaken during fieldwork
  - (x) original sample records
  - (xi) original skeletal records
  - (xii) computer discs and printouts
  
3. *Matrix and summaries:* In addition to these elements the site archive should also contain a brief objective statement summarising the nature and quantity of the

various classes of data collected, compiled by those most closely involved with the fieldwork as soon after has been completed as is possible. The following documentation should be produced:

- (i) a full site matrix, all stratigraphic relationships should be cross checked and the stratigraphic sequence of the site firmly established
- (ii) a brief summary account of the context record
- (iii) a summary account of the artefact record
- (iv) a summary of the environmental record

These documents should be prepared and compiled within one month of completion of the project and lodged with the relevant licensing authority

### **6.3 Full Publication**

1. The published report of an archaeological project should always contain the following information:
  - (i) the research objectives, as expressed in the project design and the updated project where applicable
  - (ii) the circumstances and organisation of the work and the date at which it was undertaken
  - (iii) the identity of the individual/organisation who undertook the work
  - (iv) a summary account of the results
  - (v) a summary of the contents of the project archive, the location where the archive is housed and details on how it may be consulted
2. Reports of fieldwork projects should additionally provide:
  - (i) the national grid reference for the site
  - (ii) the townland in which the site is located
  - (iii) a SMR number (if applicable)

#### **6.4 Criteria for report writing**

1. When writing up the results of a project consideration should be given to the following:
  - a. the report should appropriately reflect the importance of the results of the project and deal adequately with the site's social, political and historical context.
  - b. the interpretation of the site should be justified by the evidence presented. Ambiguities in the data base should be discussed and where more than one interpretation is possible the alternatives should be presented.
  - c. the report should present information about what was found in a well-balanced, logical, accessible and structured way. It should be immediately understandable to and usable by those who know nothing about the site.
  - d. the extent to which the objectives of the project have been fulfilled should be discussed, including a critical assessment of the methods employed.
  - e. the report should be written clearly and concisely and should make appropriate, consistent and economical use of other methods of data presentation for example tables, plans and photographs.
  - f. specialists reports and their supporting data should be carefully chosen and given their proper value. Specialist contributors must be involved in or informed of editorial decisions affecting the presentation of their work in print.
  - g. all the constituent parts, text, figures, photographs and specialists reports should cross-refer adequately. Readers should be able to find their way around the report without difficulty.
  - h. attention should be drawn to areas of future study potential which it has been possible to explore fully within the limits of the agreed project design.

### **6.5 Criteria for production of report**

Consideration will have been given in producing figures and typescript to any notes for authors supplied by the publishing body. As part of the process of producing the report draft consideration must be given to the following:

- a. word-processing must be competently done and output checked by the contributor responsible for the original work. This is especially important as much work can be saved by accuracy at this stage, particularly as typesetting from disc is used increasingly to produce archaeological reports and accuracy avoids re-keying and correction stages.
- b. good quality clear prints of half tones and colour negatives for colour plates should be selected at an early stage in the preparation of the report draft as they must be available to the editor at the same time as the report draft.
- c. figure, table and photograph captions should also be drafted at an early stage and should in general be supplied as text to be type set, not solely as leterset or stencil lettered directly onto the figure artwork.
- d. the bibliography should be complete, checked, integrate all contributors', bibliographic contributions, observe BSI and use conventions compatible with the house style at the publishing body.
- e. errors are the responsibility of the authors and should so far as possible be identified and rectified before the editorial processes begin.
- f. text supplied to the editors should incorporate all revision necessary as a consequence of internal and external refereeing. It must be established with the publishing body at an early stage in the production processes what their refereeing requirements are, as these may differ from those of the sponsors, and incompatibility is best anticipated and resolved at an early stage.
- g. it is more cost effective to agree on format and presentation of material with the editors at an early stage. Alteration of report presentation during the editorial process is uneconomical and leads to production delay.
- h. in-house editing by the project team can save time, but

should only be done after consultation with the publishing body and must take due consideration of the style and format of the published report if it is not to waste time and resources.

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