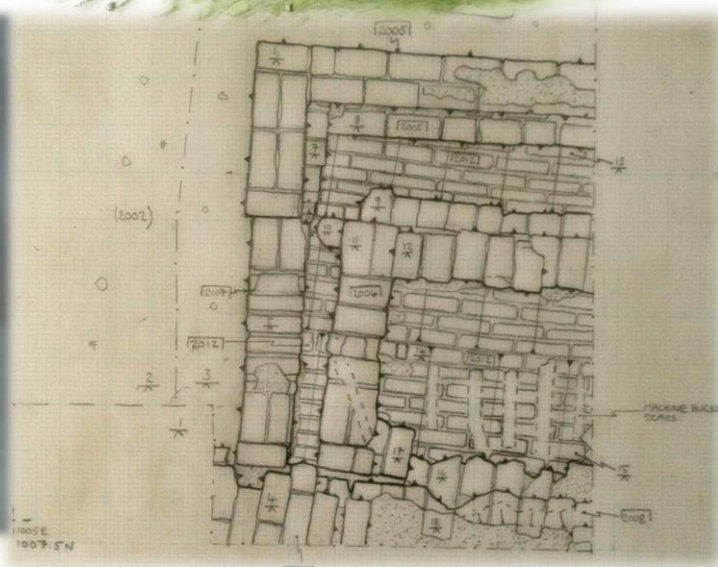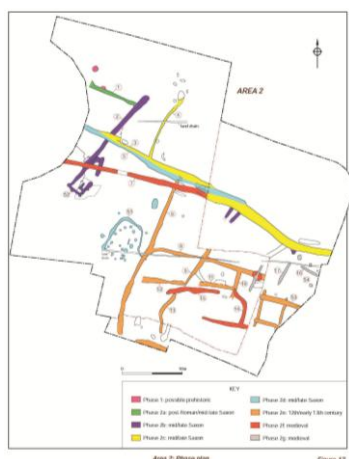# Guidelines for post-excavation reporting and archiving of archaeological field research

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Contents

As a Registered Organisation of the Institute for Archaeologists we deliver a quality service to our clients, users and partners. We have a commitment to providing clients with projects to a high standard and which are on time and within budget. Through information and education we provide the present and future communities of Worcestershire with a well managed archaeological heritage. With our partners, we will initiate ideas and seek their implementation in areas such as research.

Guidelines for post-excavation reporting and archiving of archaeological field research

1   Introduction

1.1   Background

With increasing budgetary and capacity constraints on local authority archaeology services, Worcestershire Archive & Archaeology Service (WAAS) is keen to assist those undertaking archaeological research in the voluntary sector, and to ensure that the fruits of voluntary research are recognised and accessible to people accessing historic environment data for academic research, planning and education.

This document is intended to guide readers through the process of bringing an archaeological project to a successful conclusion once the fieldwork has finished, and to answer some frequently asked questions about archiving, dealing with finds and writing a report.

Although referencing some procedures specific to Worcestershire, it is hoped that the majority of this guide will be useful applied to projects elsewhere in the U.K. If undertaking or considering a project, it is always advisable to contact your local archaeology service or a reputable local archaeological unit for advice and information.

1.2   HER integration – How, why and when?

The Historic Environment Record is a growing database which records the archaeology of Worcestershire. It is a powerful tool which is used for research but also to inform the planning process. By integrating information gained through archaeological work, whether that is carried out by professional archaeological companies or local groups, a more complete picture of the history and archaeology of Worcestershire can be built. By doing this, the historic environment can be better protected.
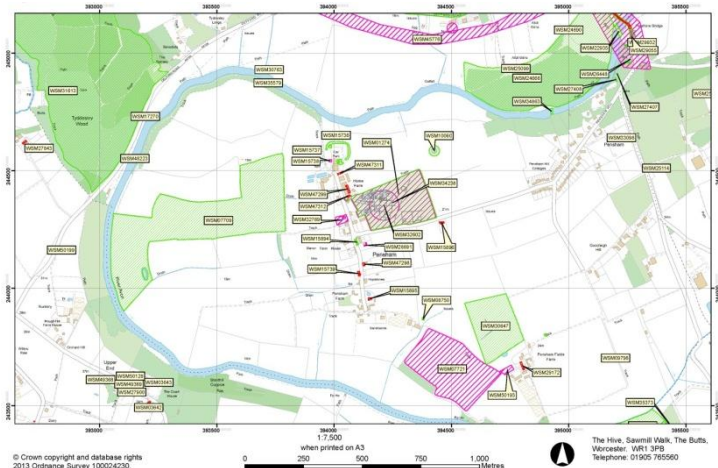
Sample of HER records

When first considering undertaking a piece of archaeological work, an event number should be requested from the HER office. This is a unique number which should be quoted on all paperwork for the site. This unique number is then added to our database and allows us to identify areas where work is being carried out. It also allows us to easily cross reference submitted reports with the correct site. An HER search may be requested at the same time

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as the event number. This search retrieves all database entries for a particular area in addition to a sources list and relevant historic mapping.

2 First Aid for Finds

2.1 Guidelines on finds retrieval

Archaeological artefacts recovered during the course of fieldwork are a vital source of information, and will form the core of the physical archive of the site. Their treatment immediately subsequent to excavation is critical, and good practice will make the archiving process much easier.

2.1.1 Procedures

1. It is advisable to draw up a written recovery policy before starting fieldwork, and to appoint a Finds Officer with responsibility for overseeing collection and processing. At the very least, decisions should be made on what types of material are to be collected. As a general rule, all materials manufactured or shaped by human activity should be collected. In some instances, this may be unfeasible or undesirable: for example, in the case of a rubble-filled cellar, it may be appropriate to retain a sample of each type of material having noted the overall quantity. Remember that material can always be discarded at a later date, in consultation with specialists and the receiving museum. Be very wary of discarding materials such as pottery on-site, even if you think it is 'Victorian' or 'modern': it may prove important in understanding the site formation processes, and it is also notoriously difficult at first sight to distinguish between some 19th and 20th century glazed wares and important medieval and post-medieval tin-glazed fabrics.

2. Use common sense and consult *First Aid for Finds* (Watkinson and Neal 2001) or seek specialist advice if in doubt.

3. Finds such as medieval glass or organic objects which will deteriorate if exposed to heat and light must be placed in a labelled, secure box out of direct sunlight.

4. All hand retrieved finds should be placed in a tray (or a bag) with a waterproof label giving the excavation's HER/SMR primary reference number (e.g. WSM 1234) and context number (within brackets; or other reference e.g. field walking grid square, as appropriate).
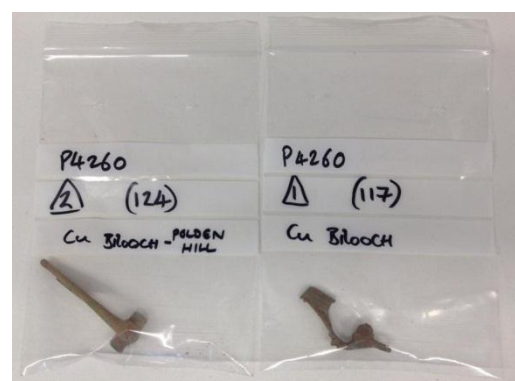
5. Care must be taken not to crush delicate finds. Metalwork should be placed in individual perforated bags or boxes and placed in a secure finds box so that it can be dealt with as soon as the finds are taken off site.

6. Recorded finds should be separately bagged and labelled as follows:

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FORMAT EXAMPLE

HER/SMR no.	WSM 600
Context no.	(1179)
Recorded finds no.	257 (within a triangle)
Type of material	Iron

7. Special 'recorded' finds should be handed directly to the Finds Officer and not deposited with the general finds.

2.1.2   Lifting

The assistance of a conservator should be sought when fragile objects, which may require consolidation and support, are to be lifted from the site. If an object is going to be reconstructed in the laboratory later, then it should be unnecessary to use a consolidant on site. However, if an adhesive must be used in the field, then it must be reversible (e.g. HMG - cellulose nitrate). Small fragile objects can often be lifted successfully intact with the surrounding soil, and, if packed well, will keep in good condition, but they should be taken to a conservation laboratory as soon as possible.

2.2   Post-excavation care, cleaning and packing

2.2.1   Introduction

The aim of processing is to record all artefacts and other related indicators of activity and form a stabilised archive that will be available for subsequent, more detailed, analysis. This should provide accurate information to allow estimation of time, cost and personnel requirements for publication, if appropriate.

2.2.2   Materials

Refer also to *First Aid for Finds* (Watkinson and Neal 1998).
Different materials require different treatment in preparation for specialist analysis, and identification. The following table is for quick reference only; consult the specific materials guidelines on the following pages for more detailed instructions on cleaning and packing.

MATERIAL	CLEANING	PACKING
Antler	Wash	Perforated bag, box
Bone	Wash	Perforated bag, box
Copper alloy	Do not clean	Perforated bag, dry box
Ceramic	Wash	Perforated bag, box
Fibre	Do not clean	Bag, wet box
Glass(see below)	Wash	Bag, box
Gold	Do not clean	Bag, box
Horn	Wash gently	Bag, damp box
Iron	Do not clean	Perforated bag, dry box
Ivory	Do not clean	As found
Jet	Wash gently	Bag, damp box
Lead & pewter	Do not wash	Bag, box
Leather	Wash gently	Bag, wet box
Plaster	Damp sponge	Bag, box

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MATERIAL	CLEANING	PACKING
Resin (amber)	Wash gently	Bag, damp box
Shale	Wash gently	Bag, damp box
Shell	Wash gently	Bag, box
Silver	Do not clean	Bag, box
Slag	Wash	Bag, box
Stone	Wash	Bag, box
Wood	Wash gently	Bag, wet box
Worked bone	Wash	Bag, humid box

Notes

1. Humid box: airtight plastic box with silica gel at 50% humidity and indicator card.

2. Damp box: airtight plastic box, needs to be checked regularly.

3. Dry box: airtight plastic box with silica gel and indicator card in perforated plastic bag (use 600g of silica gel for each standard (254x254x123mm) plastic box, and ensure that the lid is sealed).

4. Wet box: store in tank, or other container full of water.

2.2.3 Cleaning & Marking

Documentation

Traceability is vital during finds processing. When excavated, finds should be placed in self-seal bags marked with the **Historic Environment Record (HER) activity number** (or your own site code if an) and **context number**. This information must remain with the finds during all subsequent stages of processing and storage. During processing, finds bags should be recorded on a **Finds Receipts and Processing** form, listing context numbers, bag quantities and date received.

Equipment required for finds washing

Two bowls of water

Plastic sieve

Toothbrush

Nail brush

Knitting needle or toothpick

Waterproof pen

Paper labels

Seed trays lined with clean newspaper

Gloves, for hand protection

Washing procedure

1.   Line a seed tray with clean newspaper, folding to fit the bottom of the tray neatly.

2.   Write the HER code and context number on a white paper label. Sometimes there may be a special find number (written inside a triangle), and this must also be written on the label.

3.   Fold the label to sit in the tray, under the edge of the newspaper, but with the HER and context numbers visible.

4.   Remove the finds from their bag carefully, and place in the water of one of the bowls. Empty any remaining soil into the sieve, to ensure there are no small finds left in the bag. Place the empty bag in the tray, under the newspaper.

5.   Most finds can be cleaned using a toothbrush, although nail brushes may be more appropriate for robust material such as brick, tile and stone. It may be necessary to use a knitting needle or toothpick to remove soil from cavities.

6.   When cleaning pottery, take particular care to avoid removing glazes or colour coats that form part of the artefact. Similarly, surface deposits such as limescale or soot are important, since they provide us with information about a vessel's use, and should be left in place. Some prehistoric pottery may crumble very easily. Avoid fully immersing this material in the water, and lift the water onto the pottery instead, using a toothbrush or small paint brush. If in doubt, seek advice from a specialist.

7.   When a find is clean, rinse it immediately in clean water contained in the second bowl. Make sure this water is changed frequently.

8.   Placed the washed and rinsed find on the newspaper in the drying tray. If finds have been rinsed properly, there should be no residue left on the newspaper after they have dried.

9.   If there are a large number of finds from one bag, and it is necessary to use additional drying trays, ensure all of these have a paper label marked with the HER code and context number.

10. When processing finds on site, the drying trays should be placed in stackable 'mushroom' trays.

Marking procedure (Worcestershire)

NB: Procedures may vary elsewhere – check with the receiving museum's Archaeological collections officer

1.   Do not attempt to mark finds until they are thoroughly dry. Some finds will take longer than others to dry, with porous materials such as bone being particularly slow.

2.   Using permanent black ink and a nibbed pen write the HER code and context number on each find. A context number will usually be written on a finds bag in brackets, e.g. (1000), but write only the digits, 1000, on the find. Where possible, write the HER code first, then the context number below it. Where this not possible, on a small, narrow find, add a stop to indicate a break between the HER code and the context number, e.g. WSM12345.1000

3. When writing on pottery body or rim sherds, always write on the inside surface, so that the markings will be inconspicuous if the vessel is reconstructed later. In the case of a base sherd, write on the underside. **Do not** write on broken edges.

4. Some soft or easily abraded materials may be difficult to mark directly. In these instances it is desirable to apply a thin coat of water-based acrylic varnish to consolidate the surface, but confining this treatment to the area to be marked. Allow at least 30 minutes drying time before attempting to write over the varnish. If unsure about the need to do this, please seek advice.

5. When the ink is dry, the finds can be put into clean self-seal bags, each marked with HER code and context number.

2.2.4 Packing

1. Different types of materials should be boxed separately where possible.

2. Self-seal polythene bags, with opaque 'write on' bands for labelling, should be used wherever possible.

3. Labelling on polythene bags should be arranged as follows:

FORMAT EXAMPLE:

HER/SMR no. (Context no).   WSM 600 (1779)

Sample/recorded finds no.   210 (within a triangle)

Type of material (eg. pot, iron)   Copper alloy

4. Use waterproof labels at all times marked with a waterproof felt tip pen. Ensure that correct labels always accompany the finds throughout processing.

5. Individual finds requiring additional protection can be stored in clear polystyrene hinged lid boxes with recommended packing material such as polyether foam. Do not use cotton wool for this purpose.

6. Use loose padding around an object when packing it, rather than wrapping the object up.

7. All objects should be packed horizontally so that any detached flakes remain in position.

8. Organic material found wet should be kept wet, and should be checked regularly for mould growth or drying out. Keeping the material cool and dark should prevent the need for using biocides (e.g. Panacide), which should only be used if absolutely necessary. Biocides must not be applied to materials intended for radiocarbon dating.

9. Only use acid-free tissue to pack wet objects on a short-term basis.

10. If silica gel is used, make sure that it is checked regularly, and changed when necessary. It should be accompanied by an indicator card. It should be used in perforated polybags in the recommended quantity, and in combination with airtight plastic boxes (preferably supplied by Stewart plastics).

11. Do not over fill boxes used for packing as this may result in damage to the finds, and difficulty in repacking.

2.2.5   Specific requirements for different types of material

Copper alloy and ironwork

Do not clean, or wash. Dry out thoroughly. Pack in perforated polythene bags or small boxes and store in airtight polythene boxes with silica gel and humidity indicator card. Monitor condition regularly, until corrosion ceases to be active.

Copper alloy objects that are enamelled or associated with organic remains should not be allowed to dry out, and should be sent to a conservator immediately. If they cannot be sent to a conservator immediately pack carefully in a damp box and place in the fridge (not the freezer).

Lead, pewter, and tin

Do not clean, or wash. Keep separate from other metals, dry out, and keep in unperforated polythene bags. Contact with paper, or any other organic matter should be avoided in packing.

Silver and gold

Do not clean, or wash. Corrosion will be minimal unless alloyed with copper or gilded onto copper, in which case store as copper alloy. Valuable finds should be stored in a secure place.

Ceramics

Wash and dry thoroughly before packing in polythene bags. More fragile or softer fabrics, especially prehistoric wares, should be treated carefully using a soft brush or even fingers. DO NOT immerse prehistoric pottery in water. If you suspect you may have discovered prehistoric pottery, contact the WAAS Finds Team for advice.

Before washing check sherds for residues on the inside or outside, and, if present do not clean. Examine *amphorae* for painted lettering, and, if present, do not clean. Do not wash crucibles as this may remove residues.

Glass

Roman and post-medieval bottle glass may be washed and dried.

Medieval glass, and any decorated glass should be packed wet or dry according to whether it was found wet or dry. If in any doubt as to the date/fragility of fragments treat them as

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for medieval glass and consult a conservator. Great care must be exercised in packing to ensure that breakage does not occur.

Painted wall plaster

Do not allow damp plaster to dry out. Contact conservator immediately as treatment must begin before micro-organisms become established. Do not use fungicides.

Shale, jet, and amber

Keep damp, and pack carefully in own box.

Wood, leather, and textile

Normally survival only occurs in waterlogged conditions. Small objects should be kept stored in perforated bags, preferably in water in a cool, dark place. Change water regularly. Do not use fungicide if the material is needed for radiocarbon dating (fungicides can also affect dyes used in leatherwork). Do not use fungicide without consulting a conservator.

Large structural timbers should be subjected to a long period of controlled drying, which may be best achieved by wrapping timbers in plastic sheeting with air vents left to allow limited air circulation.

3 Quantifying and Assessing Finds

3.1 Introduction

Once finds have all been cleaned, marked and packaged, quantification and assessment can begin. It is not advisable to embark upon assessment before cleaning and marking has taken place, due to the potential for 'muddling' of stratified finds during the assessment process.

3.2 Quantifying Finds by Context

A good starting point for finds assessment is the 'Context Finds Record', a paper form which provides an 'at a glance' summary of finds from each context. For finds recovered from fieldwalking, the form can be adapted for each grid square.

A version of the form is included in Appendix 1. Below is a brief overview of the information required by section.

3.3 Assessing Finds

Once the finds have been assessed by context, the results can be entered into a spreadsheet. For large and/or more complex sites, an Access database into which context information can be entered and cross-referenced with the finds data is beneficial.

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A series of tables can then be produced (for examples see Appendix 4) which detail the quantities of different classes of artefacts, the pottery fabrics identified and the dating of the finds from each context. It is important to remember that the dating of the finds provides a *Terminus Post Quem* ('limit after which') for a context, and not an absolute date. If a ditch fill contains pottery dating to the 16th century, this indicates that it was deposited at some time *after* the manufacture of the pottery. The condition of the artefacts can be a helpful clue – if edges are very abraded, this could indicate that the artefacts are 'residual', i.e. incorporated into a deposit long after their loss or discard.

3.3.1   Ceramics

There are various aids to assessing finds available to the non-specialist. The Worcestershire Ceramics website is the online portal for the County 'fabric series', a database of all the pottery types found in the county to date, including those manufactured elsewhere. It is an ongoing project which, at present, covers up to the early post-medieval period (c1650). The website can be found here: http://www.worcestershireceramics.org/

The database can be searched by fabric type (either by Period or by Source), by Form (i.e. Jug, Chafing Dish etc.) or by Kiln (where known). Where possible, pottery should be identified within your records by fabric number (e.g. **Southern white ware, Tudor Green** is identified as **Fabric 70.1**).

Care should be taken not to introduce false certainty into the assessment process; if in any doubt, don't ascribe to a specific fabric type. Many can be very similar, and require detailed examination by a specialist. If you'd like advice on identifying pottery, or would like help in assessing a specific assemblage, contact the WAAS Finds Team.

Elsewhere in the UK, local fabric series exist for different counties/regions and periods. Most are published, though may be difficult to find.

3.4   Specialist Reports

Specialist reports are an invaluable asset in interpreting the results of archaeological field projects. The scope of many archaeological projects often means that the resulting data is too broad to be assessed by any one individual or group. This is nothing to be ashamed of! A fieldwalking survey might produce an assemblage with a date range of 10,000 years, and materials ranging from flint to pottery, tile, brick, copper, iron, glass and bone.

Many specialists are willing to offer initial guidance and assistance to local societies, groups and interested individuals, from assistance with identification to advice on the interpretation of results. However, there is sometimes no substitute for a full specialist report, and for this a specialist will need to charge – preparing a report is time-consuming and relies on years of hard-earned experience. Their skills are their livelihood, and very few are in a position to be able to offer their services *pro bono*. The potential need for this should be assessed at the planning stage of a project, and costs factored in to your project design. Although easily done, it is not good archaeological practice to accumulate large quantities of finds without the wherewithal to assess them properly!

The WAAS Finds Team can provide advice on costing for specialist analysis. Much can be undertaken in-house by WAAS staff, but we can also advise on relevant and reputable specialists for other areas of expertise.

4 Producing a Project Report

4.1 What makes a good report?

It's always worth starting with some examples. Take a look at archaeological reports on WAAS's Online Archaeology Library: http://www.worcestershire.gov.uk/info/20019/archive_and_archaeology/152/search_our_records/2

Many archaeological units make their reports available online, either through the Archaeology Data Service's 'Grey Literature' Library (http://archaeologydataservice.ac.uk/archives/view/greylit/) or through their own websites. Examples include:

Wessex Archaeology: http://www.wessexarch.co.uk/projects/county

Oxford Archaeology: https://library.thehumanjourney.net/

These reports will give you an indication of ideal layout and content. However, it is important to remember that your project may have a very different intended audience. Most professional reports are not intended for general consumption: they are produced by archaeologists for archaeologists in order to inform or fulfil planning conditions. At their worst, they can be dry, impenetrable and uninspiring.

4.1.1 Informative

There is sometimes a tendency in archaeological reporting to neglect the narrative of a project – information on conditions, personnel, unexpected constraints and reasons behind initial interest in a project. This is a mistake! A good rule of thumb is to imagine the scope of potential interest in your report in the future. Interest may not be confined to the specific site or project, but may be part of a broader synthesis of data. Don't underestimate the potential value of including reflexive comment. If an unusual methodology had to be adopted, explain why and how.

Where your project has the potential to address research questions, particularly those identified in the regional research framework, highlight it! Make reference to specific paragraphs within the research framework – this helps to demonstrate research imperatives, which can be of use if applying for funding.

4.1.2 Accessible

You will probably want your report to be written in such a way as to be accessible and enjoyable to others! This can be done without sacrificing standards. One approach taken recently for community archaeology projects run by WAAS has been to provide an extended

non-technical summary including photographs and illustrations at the beginning of the report.

Don't be afraid to use technical language or terminology, but ensure that readers are given the chance to understand it: consider including a glossary, or short descriptors for specific types of site, building or feature.

It is important to consider the format and presentation of your report, as this can have a big impact on accessibility. Be mindful of your audience. For example, if distributing paper copies of a report to participants or interested others, be aware that dyslexic people have difficulty reading text against a white background – consider printing some copies in buff, cream or light pastel-coloured paper.

4.2   Illustrations

4.2.1   What to include

Clear, labelled illustrations and photographs are very important. Open-source software packages which can be used to produce illustrations are widely available: some of the more common packages are listed below.

Figure 1: Site Location
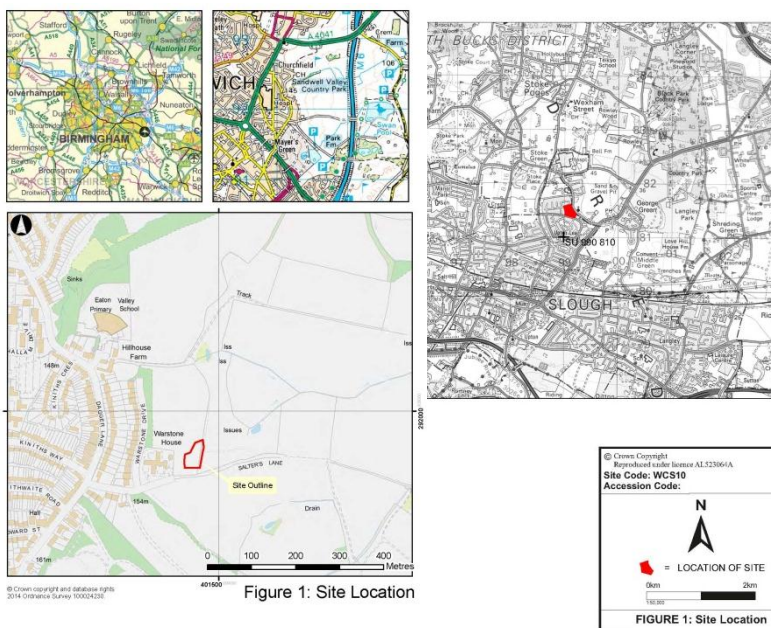
Here are examples of two 'site location' plans, one produced using ArcGIS and the other produced quickly and easily using a scanned Ordnance Survey map and standard Microsoft Office applications. You may require licenses to reproduce paper Ordnance Survey maps – check the Ordnance Survey website for details. Free downloads of many forms of digital maps are available from the OS 'Opendata' service:

http://www.ordnancesurvey.co.uk/business-and-government/products/opendata-products.html

Site drawings can be effectively and simply digitised by scanning and tracing using vector graphics software such as Inkscape. Ensure that scales, directional indicators and keys to any abbreviations/symbols used are included. Check that the scale remains consistent throughout the scanning and editing process!

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North-northeast facing shot of sandstone foundations, House 5. Scale 1m

Ridgeway, Staffordshire teapot mocking Darwin's 'Origin of Species'. 1860s

Include relevant site photographs, and photographs of notable finds or features. Ensure all photos have a scale and are well-captioned, including relevant context numbers, direction of shot and size of scale used. Finds photographs should be well lit and include a small, objective metric scale.

If you wish to illustrate key finds, there is a guide to finds illustration available from the BAJR website (see **Bibliography and online resources**).

4.2.2   Useful software

QGIS: Free, open-source Geographical Information System. Ideal for producing maps using location/landscape scale maps using OS opendata, and for looking at shapefile data where supplied by Historic Environment Records.

Inkscape: Free, open-source vector graphics software, ideal for digitising hand-drawn site records.

GIMP: Free, open-source raster graphics software for editing and retouching photographs and composite images.

4.3   Using a template

You may find it useful to use a template to structure your report. A modified copy of the WAAS project report and finds report templates can be found within APPENDIX 5. You may not need to include everything within the template, or you may wish to structure your reports differently.

The template is intended only as a general guide. Innovative styles of reporting and presentation are encouraged! If you'd like to do something different (such as the web-based GIS used by the Hanley Castle project: http://hanleyswan.net/2013/04/23/community-dig-concluded/), go for it! Ask your HER, local unit or university department for advice.

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5 Archiving

5.1 Finds

5.1.1 Packing

Once appropriately packaged (see section 2.2.3 – 4), finds should be packed into archive boxes. Most museums will insist that artefacts are packed into standard Archive boxes. These are heavyweight cardboard boxes measuring 17" x 10 ¼" x 7". Details of suppliers can be found in APPENDIX 3. As a general rule, boxes should not exceed 8kg in weight.

Each box should be labelled (see APPENDIX 2 for box label templates) with the following information:

Site name: **Bob's Farm, Villageton**		HER ref: **WSM12345**	
Project No: **P1234**		Fieldwork date: **2013**	
Box **1** of **4** Bay No. Weight **(Max 8kg)**		Museum accession ref: **If known, and if different to HER Number**	
Material: **Post-Medieval Pottery, Tile & CBM**			
Contexts: **(1001), (1002), (1006), (1008)**			
Washed **X**	Marked **X**	Assessed **X**	Catalogued **X**

You may not have enough material from a site to fill a box; this can be quite common with test-pits, building surveys, fieldwalking etc. In this case, as long as all are marked on the label and separated into bags within the box, finds from multiple sites may be archived in the same box. An example of a label for a box containing multiple sites can be found in APPENDIX 2.

The material within each box can be grouped by context, material type, or whatever system best suits what is occurring with the material. For example, if some of it is likely to be sent off for analysis, or discarded before museum accession, it can be easier to keep all such material together. If such repackaging/discard/transfer is likely to occur, it may be desirable to fill out the parts of the labels that may need to be altered in soft pencil, to allow for revisions.

5.1.2 Storage

There are many instances in which it may be necessary to store boxes of finds for long periods of time before depositing them with a museum. For instance, fieldwork on a

particular site may continue for some years, or there may be a delay in securing funds for accession (though where possible this should be avoided by careful consideration of the costs within the original project).

- Where finds need to be stored, be mindful of the guidelines in sections 2.2.3 and 2.2.4, and remember that it will be necessary to maintain easy access to finds stored with humidity indicators in order to monitor their condition.

- Finds should be stored in a stable environment. Contact with the ground and external walls should be avoided in order to minimise problems from damp and infestation. Consider investing in portable 'rack' style shelving units if no other convenient storage is available.

5.1.3   Accessioning

Contact should be made with the Museum Service as early as possible once the likely nature and quantity of the assemblage is known. Museums across the country are struggling to cope with the influx of archaeological archives since the advent of developer-funded archaeology, and most will therefore need to make a charge for deposits. In Worcestershire, the charge from April 2014 will be £19 per standard size archive box. This money goes directly to funding more storage space and shelving, but is still substantially less than the actual cost to the museum of long-term storage.

Museums are increasingly selective about what they will accept, and may be prefer to take representative samples rather than entire assemblages, especially where material is post-medieval in date. Contact the receiving museum to discuss their preferences, but it is important not to discard any finds until a strategy has been agreed. Remember, also, that finds not transferred to a museum remain the property of the landowner, and should not be discarded without their approval. In most cases, a 'transfer of title' document signed by the landowner will be required by the museum before they accept any archives.

5.2   The Paper Archive

The paper archive for a site should be deposited alongside the finds. It comprises context records, progress reports, site drawings, DVDs/CDs of photographs, negatives (if film is used) and any other site records or notebooks. There's a checklist at the end of the project report template (APPENDIX 5). You don't need to make it perfectly neat and tidy: mud and coffee stains on original records are the norm!

5.3   Digital Archiving

It is worth discussing options for digital archiving of your report, website or digital data (such as digital photographs or survey data/illustration files) with your local HER and museum. Some may have facilities to accept digital archives or have online libraries to which reports can be added.

The Archaeology Data Service's OASIS system (http://oasis.ac.uk/pages/wiki/Main) is currently undergoing a revamp, with the aim of streamlining the system to make it easier for all types of contributors of archaeological data to use. Reports submitted to OASIS are

publically available via the 'Grey Literature Library'. Various options for long-term archiving of digital data are available from ADS.

6   Discussion

Timely and comprehensive reporting of archaeological fieldwork is crucial, and is generally much easier if the post-excavation needs and requirements are considered right from the outset of a project.

Without a report, HERs and planning archaeologists cannot ensure that your work is considered as evidence when determining planning applications and formulating management strategies.

7   Bibliography & Online Resources

7.1   Finds

For specific advice, to find a local specialist or track down a type series, it is worth contacting the relevant specialist society or group, e.g. the Medieval Pottery Research Group, the Roman Finds Group, the Finds Research Group… whatever field you need advice for, there's likely to be a specialist group! If you're not sure where to start, the CIfA's Finds Group should be able to point you in the right direction: http://www.archaeologists.net/groups/finds

For a comprehensive overview of one of the most important classes of artefacts, this book is hard to beat: Orton, C & Hughes, M 2013. *Pottery in Archaeology*. Cambridge: CUP.

The 'bible' for finds conservation is Watkinson, D & Neal, V 2001. *First Aid for Finds*. RESCUE/UKICAS. It's out of print and hard to find, but if you see a copy, snap it up!

Useful guides are available as PDF downloads from English Heritage on many specialist topics, including how to deal with waterlogged remains and organic artefacts: https://www.english-heritage.org.uk/publications/

Conservation advice for small finds is available from the Portable Antiquities Scheme here: http://finds.org.uk/documents/file/conservation.pdf

7.2   Standards

A suite of useful guidance including 'check-lists' and links to relevant documents is available at the ISGAP (Introduction to Standards & Guidance in Archaeological Practice) website: http://www.isgap.org.uk/ ISGAP is the result of collaboration between English Heritage, the CBA and the CIfA.

The Chartered Institute for Archaeologists publishes 'standards and guidance' documents for most types of archaeological activity: http://www.archaeologists.net/codes/ifa. They're the baseline standards by which professional organisations work, but your local Archaeology Service or HER might have further guidelines specific to work in your area. Contact them for a copy.

www.worcestershire.gov.uk/waas

Detailed best-practice guidance on compiling and curating archaeological archives is available as a PDF download from the Archaeological Archives Forum: http://www.archaeologyuk.org/archives/Archives_Best_Practice.pdf

7.3   Other

Details of regional research frameworks are available on the ALGAO website: http://www.algao.org.uk/england/research_frameworks

The BAJR web portal contains informative and accessible guides on everything from assessing animal bone to illustrating small finds, writing reports, staying safe and building a website: http://www.bajr.org/BAJRread/BAJRGuides.asp

8   Contacts

8.1   Worcestershire

For HER enquiries, contact the HER Workroom on 01905 765560 or email archaeology@worcestershire.gov.uk

For advice and support in planning Community Archaeology Projects, and initial enquiries about finds, contact Rob Hedge on 01905 765654 or email rhedge@worcestershire.gov.uk

For information on our Finds Identification sessions, contact Derek Hurst, Senior Project Manager, on 01905 765984, or email dhurst@worcestershire.gov.uk

For advice on Museum accessioning, contact Deborah Fox of Museums Worcestershire at dfox@worcestershire.gov.uk

8.2   Elsewhere in the UK

The Association of Local Government Archaeology Officers (ALGAO) publishes a list of named contacts for each local authority, who will be able to advise you on local guidelines and standards, and supply details of relevant museum contacts, HER officers and specialists: http://www.algao.org.uk/membership

APPENDICES

APPENDIX 1: CONTEXT FINDS RECORD
APPENDIX 2: BOX LABELS
APPENDIX 3: LIST OF SUPPLIERS
APPENDIX 4: FINDS REPORT TEMPLATE
APPENDIX 5: PROJECT REPORT TEMPLATE

CONTEXT FINDS RECORD

Worcestershire Archaeology AS8

SITE CODE		Sub-div	Phase		Group		Context	
			Period					

Type		Count	Weight	Comments
Pottery	Prehistoric			
	Roman			
	Saxon			
	Medieval			
	Post-med			
C/pipe	Stems			
	Bowls			
	Stamps			
Building materials	Tile			
	Brick			
	Fired clay			
	Stone			
	Mortar			
	Plaster			
	Other			
Metals	Iron			
	Copper alloy			
	Other			
	Slag			
Glass	Vessel			
	Window			
	Other			
Environmental	Bone			
	Shell			
	Leather			
	Wood			
Misc.				

No	Recorded finds	No	Recorded finds	No	Samples	No	Samples

Site contamination	Processing contamination
NONE LOW HIGH	NONE LOW HIGH

Recorder	Date	Checked by	Date

worcestershire
county council

APPENDIX 2: BOX LABELS

Site name:	**HER ref:**
Project No:	**Fieldwork date:**
Box of Bay No. Weight kg	**Museum accession ref:**
Material:	
Contexts:	

Washed	Marked	Assessed	Catalogued

Standard Box Label

Site name: **SMALL SITES** **Bay no.** (pencil only)	**COUNTY/CITY NAME** TEMPORARY LABEL - REPLACE WITH PRINTED LABEL WHEN BOX FULL
WSM38359 P3163 St Eadburga's Church, Bury End, Broadway 2009	

Washed	Marked	Assessed	Catalogued

Box label for Multiple Small Sites

HER Code	
Project Code	
Site Name	
Date	
Type	
Contains	

Small Finds Box Label

WCM101653 P3031

Coin
Cu Alloy
8802

266

Small Finds Label

PROCESSED / UNPROCESSED

Project code: P

HER code:

Site name:

Project leader:

Work in Progress Finds Tray Label

APPENDIX 3: List of Suppliers

Humidity indicator cards

Preservation Equipment Ltd
Vinces Rd
Diss
Norfolk
IP22 4HQ

01379 647400
info@preservationequipment.com
www.preservationequipment.com

Conservation By Design Limited
Timecare Works
5 Singer Way
Kempston
Bedford
MK42 7AW

01234 846300
info@cxdltd.com
www.conservation-by-design.co.uk
(Also supply Paraloid B72 fixative)

Finds archive boxes

G. Ryder & Co. Ltd.
Denbigh Road
Bletchley
Milton Keynes
MK1 1DG

01908 375524
sales@ryderbox.co.uk
www.ryderbox.co.uk

(Standard finds box is: AAC.609 Low acid
wire stitched box made from 1900 micron
double sided kraft lined board (ph.6.5 – 8)
with brass stitches, square lugs and 2 ½ "
depth lift off lid. 17" x 10 ¼" x 7")

Crystal boxes

Azpack Ltd
12 Kernan Drive
Swingbridge Trading Estate
Loughborough
Leicestershire
LE11 5JF

01509 261256
sales@azpack.ltd.uk
www.azpack.ltd.uk

Silica gel dessicant

GeeJay Chemicals
1 Beamish Close
Sandy
Bedfordshire
SG19 1SD

01767 682774
sales@geejaychemicals.co.uk
www.geejaychemicals.co.uk

Self-seal polythene bags

Richards Packaging
Unit 23 Crossgate Road
Park Farm North
Redditch
Worcestershire
B98 7SN

01527 515015
richardspkg@aol.com
www.richardspackaging.co.uk

Pen nibs, ink and brushes

PSW Paper & Print Ltd
43 Foregate Street
Worcester
WR1 1EE

01905 613 849

Waterproof labels

Squeegee the Printers
19 Willoughby Road
Ipswich
Suffolk
IP2 8AW

01473 602295
http://www.markdixon.me.uk/squeegee_
labels/PriceList.htm

Sealed food boxes

Stewart Plastics Ltd.
Stewart House
Waddon Marsh Way
Purley Way
Croydon
Surrey
CR9 4HS

0208 603 5700
info@stewartcompany.co.uk
http://www.stewartcompany.co.uk

See also Stewart website for list of retail
stockists.

Other Equipment/Tool Suppliers:

Past Horizons:
http://www.pasthorizonstools.com/
Suppliers of virtually every bit of archaeological kit imaginable, from mattocks and shovels to
calipers and drafting film. Owned and run by archaeologists.

ArchTools
http://www.archtools.eu/
Comprehensive online Archaeology Tool Store: Offers 10% discount to members of the
Council for British Archaeology (CBA). Does a good range of military surplus kit, and even
sells tools for flintknapping!

Template Finds Report

Summary

Mention anything that you feel should go in the general project summary. Avoid jargon.

1.1   Artefact methodology, by XXXX

1.1.1 Recovery policy

The artefact recovery policy conformed to standard practice (include details of relevant manuals or standards referred to, or discussions with specialists).

State any variation from standard practice. Eg only a sample of later material was collected from the spoil during machining;

1.1.2 Method of analysis

All hand-retrieved finds were examined. They were identified, quantified and dated to period. A *terminus post quem* date was produced for each stratified context. The date was used for determining the broad date of phases defined for the site. All information was recorded on *pro forma* sheets.

The pottery and ceramic building material was examined under x20 magnification and referenced as appropriate by fabric type and form according to the fabric reference series maintained by Worcestershire Archaeology (Hurst and Rees 1992 and www.worcestershireceramics.org).

1.2   Artefactual analysis, by XXXX

The artefactual assemblage recovered is summarised in Tables XX and XX. The pottery assemblage retrieved from the excavated area consisted of XXXX sherds of pottery weighing XXXX g, in addition fragments of tile, brick and clay pipe stems were recovered. The group came from XXXX stratified contexts and could be dated from the XXXX period onwards (see Table 1). Using pottery as an index of artefact condition, this was generally poor/good/excellent with the majority of sherds displaying high/moderate/low levels of abrasion, and the average sherd size being above/about/below average. Comment on sherd condition may be best addressed on a phase by phase basis.

Period	Material class	Material subtype	Object specific type	Count	Weight(g)
early Roman	ceramic		pot	1	16
late med/early post-med	ceramic		tile	1	14
LIA/ERB	ceramic		pot	4	28
post-medieval	ceramic		brick/tile	1	4
Roman	ceramic		plate(oven)	1	52
Roman	ceramic		pot	10	71
Roman	metal	iron	nail	18	6
undated	metal	iron	nail	1	4
			TOTALS:	37	195

Table 1: Quantification of the assemblage

1.2.1 Pottery

All sherds have been grouped and quantified according to fabric type (Table 2). A total of XX diagnostic form sherds were present and could be dated accordingly, the remaining sherds were datable by fabric type to their general period or production span. Where mentioned, all specific forms are referenced to [insert appropriate type series].

Broad period	Fabric code	Fabric common name	Count	Weight(g)
Romano-British	3.1	Slab-built Malvernian ware	1	52
Iron Age?-Romano-British	3.2	Malvernian later Iron Age and early Roman ware	4	28
Romano-British	12	Severn Valley ware	7	53
Romano-British	12.2	Oxidised organically tempered Severn Valley ware	1	12
Romano-British	22	Black-burnished ware, type 1 (BB1)	3	22
		TOTALS:	16	167

Table 2: Quantification of the pottery by period and fabric-type

Discuss the pottery by phase (Iron Age, Roman etc.)

Use diagrams and more tables to present results whenever possible, and use text to describe the broad picture and any highlights - remember to feature the site by referring to ditch, pit xx etc as the finds have to inform our understanding of the total site.

The archive can speak for itself as long as you have recorded information there, and so very detailed can be made available there.

1.2.2 Other artefacts

1.2.3 Site dating

Context	Material class	Material subtype	Object specific type	Count	Weight (g)	Start date	End date	Tpq date range
2000	ceramic		pot	3	22	120	150	1200-1800
	ceramic		pot	1	16	43	150	
	ceramic		pot	1	12	43	200	
	ceramic		tile	1	14	1200	1800	
2001	ceramic		pot	1	4	43	400	200-400
	ceramic		pot	2	30	43	400	
	ceramic		plate(oven)	1	52	200	400	
2003	metal	iron	nail	1	4			43-400
	metal	iron	nail	18	6	43	400	
2011	ceramic		pot	2	2	43	400	43-400
2013	ceramic		brick/tile	1	4	1600	1950	1600-1950
2015	ceramic		pot	4	28	-100	200	100B.C.-200A.D.
2016	ceramic		pot	1	1	43	400	43 - 400

Table *XXXX* *Summary of context dating based on artefacts grouped in phase order*

1.3 Period discussion

Discussion combining all artefactual evidence for each period.

Arrange the site phases appropriately under period headings below.

Iron Age

XXXX

Roman

XXXX

2 Synthesis

Do any significant results need to be mentioned in the overall archaeological discussion of the site and publication synthesis? Highlight some text for main report writer.

2.1 Research frameworks

Discuss the relationship of the results to appropriate research frameworks.

3 Bibliography

Bryant, V, 2004   Medieval and early post-medieval pottery in H Dalwood and R Edwards, *Excavations at Deansway, Worcester, 1988-89: Romano-British small town to late medieval city*. CBA Res Rep, **139**, 281-339

Hurst, J D, and Rees, H, 1992   Pottery fabrics; a multi-period series for the County of Hereford and Worcester, in Woodiwiss, S G (ed), *Iron Age and Roman salt production and the medieval town of Droitwich*, CBA Res Rep, **81**, 200-9

Summary of data for HER (check with local HER for their requirements for Finds data)

WSM XXXX (event HER number)

Artefacts

period	material class	material subtype	object specific type	count	weight(g)	start date	end date
early Roman	ceramic		pot	1	16	43	150
late med/early post-med	ceramic		tile	1	14	1200	1800
LIA/ERB	ceramic		pot	4	28	-100	200
post-medieval	ceramic		brick/tile	1	4	1600	1950
Roman	ceramic		plate(oven)	1	52	200	400
Roman	ceramic		pot	2	2	43	400
Roman	ceramic		pot	1	1	43	400
Roman	ceramic		pot	2	30	43	400
Roman	ceramic		pot	1	4	43	400
Roman	ceramic		pot	1	12	43	200
Roman	ceramic		pot	3	22	120	150
Roman	metal	iron	nail	18	6	43	400
undated	metal	iron	nail	1	4		

Notes

1) In some cases the date will be "Undated". In most cases, especially if there is not a specialist report, the information entered in the Date field will be a general period such as Neolithic, Roman, medieval etc (see below for a list of periods used in the Worcestershire HER). Very broad date ranges such as late Medieval to Post-medieval are acceptable for artefacts which can be hard to date for example roof tiles. If you have more specific dates, such as 13th to 14th century, please use these instead. Specific date ranges which cross general period boundaries can also be used, for example 15th to 17th century.

period	from	to
Palaeolithic	500000 BC	10001 BC
Mesolithic	10000 BC	4001 BC
Neolithic	4000 BC	2351 BC
Bronze Age	2350 BC	801 BC
Iron Age	800 BC	42 AD
Roman	43	409
Post-Roman	410	1065
Medieval	1066	1539

Post-medieval	1540	1900
Modern	1901	2050

period specific	from	to
Lower Paleolithic	500000 BC	150001
Middle Palaeolithic	150000	40001
Upper Palaeolithic	40000	10001
Early Mesolithic	10000	7001
Late Mesolithic	7000	4001
Early Neolithic	4000	3501
Middle Neolithic	3500	2701
Late Neolithic	2700	2351
Early Bronze Age	2350	1601
Middle Bronze Age	1600	1001
Late Bronze Age	1000	801
Early Iron Age	800	401
Middle Iron Age	400	101
Late Iron Age	100 BC	42 AD
Roman 1st century AD	43	100
2nd century	101	200
3rd century	201	300
4th century	301	400
Roman 5th century	401	410
Post roman	411	849
Pre conquest	850	1065
Late 11th century	1066	1100
12th century	1101	1200
13th century	1201	1300
14th century	1301	1400
15th century	1401	1500
16th century	1501	1600
17th century	1601	1700
18th century	1701	1800
19th century	1801	1900
20th century	1901	2000
21st century	2001	

2.   Not all evaluations of small excavation assemblages have specialist reports on all classes of objects. An identification (eg clay pipe) and a quantification is not a specialist report. A short discussion or a more detailed record identifying types and dates is a specialist report. This field is designed to point researchers to reports where they will find out more than merely the presence or absence of material of a particular type and date.

3.   This field should be used with care. It is designed to point researchers to reports where they will be able to locate the most important assemblages for any given material for any given date.

Type of project at site name, parish, county

[INSERT ORGANISATION NAME/LOGO]

© organisation

Address

Status:	revision number
Date:	day month and year
Author:	project leader, name and contact details – e-mail address
Contributors:	XXXX and XXXX
Illustrator:	XXXX
Project reference:	XXXX
Report reference:	XXXX
HER reference:	XXXX event number

Contents
Summary   1

Type of project at site name, parish, county

Author (project leader)

With contributions by XXXX

Summary

An archaeological type of project was undertaken at site name, parish, county (NGR XXXX). It was undertaken… [state reasons for project & funders/benefactors].

Outline of results. Add separate short conclusion paragraph if this is long (usually should not be more than one page in length.

Avoid jargon.

1 Background

1.1 Reasons for the project

A type of project was undertaken at site name, parish, county (NGR). Include reasons for undertaking the work.

The project conforms to the [select relevant guidance document]

Standard and guidance for archaeological field evaluation (IfA 2008)

Standard and guidance for archaeological excavation (IfA 2008)

Standard and guidance for an archaeological watching brief (IfA 2008),

and *Standards and guidelines for archaeological projects in Worcestershire* (WCC 2010), or *Statement of standards and practices appropriate for archaeological fieldwork in Worcester* (Worcester City Council 1999), or *other appropriate local archaeology Service.*

The event reference for this project, given by the HER is XXXX.

2 Aims

The aims of the [type of project] were to…

3 Methods

3.1 Personnel

The project was undertaken by XXXX (include any relevant qualifications, e.g. BA, MCIfA, FSA etc)); who joined the organisation/group in 20XX and has been practicing archaeology since XXXX. The project manager responsible for the quality of the project was XXXX (include BA/MA/IfA membership level etc). Illustrations were prepared by XXXX. XXXX contributed the XXXX.

3.2 Documentary research

If fully covered in another report, simply refer to the other report here and delete rest of this sub-section.

Prior to fieldwork commencing a search was made of the Historic Environment Record (HER).

3.3 List of sources consulted

Cartographic sources

Aerial photographs

Documentary sources.

3.4 Fieldwork strategy

Fieldwork was undertaken between date and date. The site reference number and site code is WSM XXXX.

Number of trenches, amounting to XXXXm² in area, were excavated over the site area of XXXXha, representing a sample of XXXX%. The location of the trenches is indicated in Figure X. Indicate any trenches which were located to test specific items eg cropmarks or geophysical survey results.

Include details of methods. Was a mechanical excavator used? If so, to what level was material excavated mechanically?

Subsequent excavation was undertaken by hand. Clean surfaces were inspected and selected deposits were excavated to retrieve artefactual material and environmental samples, as well as to determine their nature. Deposits were recorded according to [state manual & standards used]. Mention any variation from standard practice. On completion of excavation, trenches were reinstated by replacing the excavated material.

The following techniques were considered for use but were not considered to be appropriate for this project; geophysical survey, fieldwalking and topographic/earthwork survey.

3.5   Structural analysis

All fieldwork records were checked and cross-referenced. Analysis was effected through a combination of structural, artefactual and ecofactual evidence, allied to the information derived from other sources.

3.6   Artefact methodology, by XXXX

3.6.1 Artefact recovery policy

Copy and paste from finds report.

3.6.2 Method of analysis

Copy and paste from finds report.

3.7   Environmental archaeology methodology, by XXXX

3.7.1 Sampling policy

Sampling was undertaken according to [state manual & standards used]. A total of XXXX samples (each of XXXX litres) were taken from the site from the following contexts:

- Sample number, context number, description, any additional information eg date.

3.7.2 Processing and analysis

State methods used and reference collections consulted.

3.8   Statement of confidence in the methods and results

The methods adopted allow a high degree of confidence that the aims of the project have been achieved OR Having undertaken the project the following comments may be made with regard to the methods adopted. Assess the degree of confidence to be attached to the conclusions of the project.

4   Site background

4.1   Topography, geology and archaeological context

This section places the site in its context, eg:

…marls give rise to heavy soils which has an impact on landuse,…

…there is a lot of Roman agricultural activity in the area…

…There are a lot of prehistoric settlements on the adjacent gravel terraces…

 Include solid and drift geology and soils (with reference to British Geological Survey maps). Refer to associated sites (with HER references).

4.2   Current land-use

Eg the site is under arable cultivation, domestic garden etc.

5   Structural analysis

The trenches and features recorded are shown in Fig XXXX. The results of the structural analysis are presented in Appendix 1.

NB the aim is to describe the stratigraphic sequence from the bottom, starting with geology.

It is perfectly acceptable to say there were five Roman pits and three ditches – it is rarely necessary to include every detail such as what colour their fills are (this can be contained within tables in your appendices). Do highlight any remarkable features eg "one pit (123) contained an abundance of fire cracked stones".

5.1.1 Phase 1: Natural deposits

Describe geological deposits observed.

5.1.2 Phase 2: Roman deposits

Describe deposits observed.

5.1.3 Phase 3: XXXX deposits

Describe deposits observed.

5.1.4 Phase x: modern deposits

Describe modern deposits here briefly, including topsoil, demolition horizons, and modern intrusions such as drains.

5.2   Artefact analysis, by XXXX

The artefactual assemblage recovered is summarised in Tables XX and XX.

Insert text and tables here from finds report.

5.3   Environmental analysis, by XXXX

The environmental evidence recovered is summarised in Tables XX and XX.

Insert text and tables here from environmental report, if applicable.

6   Synthesis

This section is a synthesis of all the available data, a site history usually divided by broad period (rather than trench by trench). Discuss all evidence from all periods, and integrate structural evidence with finds data and environmental data. Usually the finds assemblage and environmental evidence as a whole will have been discussed at the end of the specialist report above, so need to synthesise here and refer to specialist report. Check with aims of project: discuss whether expected deposits were or were not encountered, and discuss possible reasons for absence of anticipated deposits.

6.1   Prehistoric

6.2   Next period….

6.3   Research frameworks

Discuss the relationship of the results to appropriate research frameworks. Include parts of artefact and environmental reports here as necessary. Identify the appropriate research framework document(s).

This section will provide the evidence for the importance of the archaeological site. It is here that relevant parallels should be fully discussed.

7   Significance

7.1   Nature of the archaeological interest in the site

A short précis of the nature of the archaeological site: date (period), character of buried deposits, artefact assemblages, and environmental evidence. Identify any sensitive issues such as potential for human remains. This section should clarify and expand on the initial understanding of the site prior to your works, and needs to refer to the archaeological understanding as expressed in the HER. How much certainty has been achieved about the nature of the site - is the nature fairly well demonstrated or largely potential, or elements of both? State the importance of its setting.

If you consider the site to be of schedulable quality, state this. Eg This asset is considered to be of equivalent significance to a schedulable monument (give reasons) and it would be appropriate to treat is as a designated asset under any policies (DCLG 2012 section 139).

7.2   Relative importance of the archaeological interest in the site

A statement of the relative importance of the archaeological site, with reference to the 'research frameworks' section above which should have established the relative importance. The key words here are rarity of the type of site and potential for archaeological research. How much certainty is there about the importance of the archaeological interest?

7.3   Physical extent of the archaeological interest in the site

How dense and extensive are archaeological deposits in relation to the site? Keywords here are survival and vulnerability of the site. How deeply buried are significant deposits? How much certainty is there about their extent and depth?

8   Recommendations

Discuss recommendations/proposals for further work. Eg, is there a need for further specialist reports?

9   Publication summary

[ORGANISATION] has an obligation to publish the results of archaeological projects within a reasonable period of time. To this end, we intend to use this summary as the basis for publication through local or regional journals.

A type of project was undertaken on behalf of name of originator/landowner at name of site, parish, county (NGR ref (SO/SP/SJ format) XXXX; HER ref XXXX). Make it as interesting as possible! Include what is important about the site. You can use archaeological jargon.

10 Acknowledgements

We would like to thank the following for their kind assistance in the successful conclusion of this project, landowner etc.

11 Bibliography

Example sources and references:

BGS 2014   *Geology of Britain Viewer*, http://mapapps.bgs.ac.uk/geologyofbritain/home.html, British Geological Survey, accessed XX July 2014

Cappers, R T G, Bekker, R M , Jans, J E A, 2006   *Digital seed atlas of the Netherlands*. Groningen Archaeological Studies, **4**, Barkhuis Publishing and Groningen University Library, Groningen

DCLG 2012   *National Planning Policy Framework*, Department for Communities and Local Government

DCLG/DCMS/EH 2010   *PPS5 Planning for the historic environment: historic environment planning practice guide*, Department for Communities and Local Government/Department for Culture, Media and Sport/English Heritage

English Heritage   2011 *The setting of heritage assets*, English Heritage

Herefordshire Archaeology 2004   *Standards for archaeological projects in Herefordshire: issue 1*, Herefordshire Council Planning Services, document dated 27 August 2004

IfA 2012   *Standard and guidance for historic environment desk-based assessment*, Institute for Archaeologists

IfA 2008   *Standard and guidance for archaeological field evaluation*, Institute for Archaeologists

IfA 2008   *Standard and guidance for archaeological excavation*, Institute for Archaeologists

IfA 2008   *Standard and guidance for an archaeological watching brief*, Institute for Archaeologists

Mawer, A, and Stenton, F M, 1927   *The place-names of Worcestershire*, Cambridge University Press, London

Ragg, J M, Beard, G R, George, H, Heaven, F W, Hollis, J M, Jones, R J A, Palmer, R C, Reeve, M J, Robson, J D, and Whitfield, W A D, 1984   *Soils and their use in midland and western England*, Soil Survey of England and Wales, **12**

RCHME, 1931   *An inventory of the historical monuments in Herefordshire: I, south-west*, Royal Commission on the Historical Monuments of England

Soil Survey of England and Wales, 1983   *Midland and Western England*, sheet 3, scale 1:250,000 + Legend for the 1:250,000 Soil Map of England and Wales (A brief explanation of the constituent soil associations)

Thorn, F, and Thorn, C, 1982   *Domesday Book* - Worcestershire, Chichester

VCH I, Page, W (ed), 1913   *Victoria History of the County of Worcestershire*, I

WA 2012   *Manual of service practice, recording manual*, Worcestershire Archaeology, Worcestershire County Council, report **1842**

WCC 2010   *Standards and guidelines for archaeological projects in Worcestershire*, Planning Advisory Section, Worcestershire Archive and Archaeology Service, Worcestershire County Council unpublished report **604**, amended July 2012

Worcester City Council 1999   *Statement of standards and practices appropriate for archaeological fieldwork in Worcester*, Appendix 3 in Supplementary Planning Guidance Number 8: Archaeology and Development, Worcester City Council, document revised June 1999

Figures

Check list for illustrations Worcestershire HER

Include the following.

* Location plan including grid reference
* Drawings to show location of significant deposits, use interpolation where information is unknown.
* Use OD heights
* Buildings photographs should be accompanied with a plan showing position and direction of shot.
* Describe features shown, e.g. 'Medieval pit [507]'

Plates

Plate X The site from the west showing ditch [505] in the foreground. Scales: 2 x 1m.

Appendix 1   Trench descriptions

Trench 1

Maximum dimensions: Length: XXXXm Width: XXXXm   Depth: XXXX-XXXXm

Orientation: XXXX

Main deposit description

Context	Classification	Description	Depth below ground surface (b.g.s) – top and bottom of deposits
XXXX	Topsoil	Medium orange/brown fine soft sandy silt with frequent root action and worm sorting. Contains occasional medium flecks of charcoal, rare tile and rare clay pipe. Cut by one modern water pipe trench.	XXXX-XXXXm
XXXX	Subsoil	Medium orange friable silty sand with worm sorting and root action present in upper 0.10m. Also cut by water pipe trench.	XXXX-XXXXm
XXXX	Natural	Pale orange to pink/orange with patches of grey compact bedded sand and soft sandstone. Contains occasional silt channels and patches of grey silty material. Cut by water pipe trench and modern posthole.	XXXX-XXXXm

Features/Other deposits.

Contexts XXXX: Description.

Appendix 2   Technical information

The archive (site code: WSM XXXX)

The archive consists of [delete/amend/add quantities as appropriate]:

XXXX	Context records
XXXX	Field progress reports
XXXX	Photographic records
XXXX	Colour transparency film
XXXX	Black and white photographic films
XXXX	Digital photographs
XXXX	Drawing number catalogues
XXXX	Scale drawings
XXXX	Context number catalogues
XXXX	Skeleton records
XXXX	Matrix sheets
XXXX	Context finds sheets
XXXX	Recorded finds records
XXXX	Sample records
XXXX	Sample number catalogues
XXXX	Flot records
XXXX	Pollen score sheet
XXXX	Levels records
XXXX	Trench record sheets
XXXX	Boxes of finds
XXXX	CD-Rom/DVDs
1	Copy of this report (bound hard copy)

The project archive is intended to be placed at:

Worcestershire County Museum

Hartlebury Castle

Hartlebury

Near Kidderminster

Worcestershire DY11 7XZ

Tel Hartlebury (01299) 250416