

Chartered Institute for Archaeologists

House style

February 2015

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1 Introduction

House style is a series of conventions designed to assist authors and editors in presenting material in documents by setting out clear guidance and preferences. Using a defined house style maintains consistency across a range of documents being produced by ClfA and enhances the brand. It is essential that ClfA produces consistent documents to reinforce the ClfA brand and to maintain a high level of presentation in all documents, whether leaflets, meeting minutes, reports, ebulletins, website text or correspondence.

These guidelines have been produced by Chartered Institute for Archaeologists (ClfA) staff to provide guidance to staff, committees, and contributors to ClfA documents. The standards presented within are to be applied to all ClfA documents.

This guide will be subject to updates in response to user needs.

2 Language

Always use English (UK) as the default language in computer software such as Microsoft Office (c) applications.

When drafting any communication or documentation please try to use Plain English. Plain English is concise and clear written communication, which avoids unnecessary jargon and confusing sentences. In general, your sentences should be short, you should write actively (rather than passively), use words like 'you' and 'we' where appropriate and not be afraid to give instructions or explain things where necessary.

Always use the appropriate language level for the publication (see individual guidelines).

3 Major points and styles relating to the ClfA

3.1 Font

See ClfA identity guidelines for more information - IfA Docs\Communications\Branding and promotional materials\Identity guidelines

ClfA house style for all internal documents such as committee agenda, minutes, reports, emails, JIST bulletin etc is Calibri 11pt. MS Word can be set up to have this as the default font on all documents.

For digital text, such as on the website and the eBulletin, Arial (a web ready font) is used for text with Georgia for headings.

For external documents and for the logo, ClfA uses Proxima Nova . This is not a standard Windows font and would need to be purchased to be used in software . Generally, publications will be page-set by a graphic designer who will have the font for use.

Within text, the titles of published books, periodicals, works of art etc should be written in italic font. Chapters, articles, radio and television programmes should be written, in italic with no quotation marks eg *Time Team*.

Italics should not be used for terms in common usage, eg *in situ*, *et al*.

In the case of periodicals, the prefix 'the' is printed in lower case (eg the *Financial Times*) except where it forms part of the title of the publication eg (*The Archaeologist*).

Spacing between words and sentences should be single, not double. Paragraphs should have a single line

separating them.

Appendices should be numbered.

3.2 Spelling and punctuation

3.2.1 Capitalisation

Generally, ClfA style is not to capitalise any headings if they are not proper nouns. This includes chapter headings and any level of heading within the main text of a document (eg, as in this doc!).

When referring to report or project titles with text, these are often italicised to emphasise them as a project or report name and, after the first letter, added in lower case: the *Roman grey literature project*, or *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (2009).

In addition, ClfA style avoids capitalising terms which are used within the normal sentence structure such as historic environment, forensic archaeology, grey literature, project manager.

3.2.2 Capitalisation and ClfA's Charter

When talking about the Institute's charter...

- a charter
- the/our/the Institute's Charter
- the/our/the Institute's Royal Charter
- a chartered institute
- the Chartered Institute (ie ClfA)
- a chartered professional
- a chartered individual
- a Chartered Archaeologist
- we have been chartered since 2014

3.2.3 Lists

Lists or bullet point lists should not have capitals at the start of each item, or semi colons at the end. Numbered lists of single sentences should not have a full stop after the number and there should be no punctuation at the end of items listed. Lists with more than one sentence should be punctuated as usual.

3.2.4 Spelling

Spelling should be consistent throughout; where alternative versions of a word exist eg inquire and enquire, dispatch and despatch, you should always use the same version throughout the text. With –ise or –ize, always use –ise.

In the ClfA database, staff should use the 'ABC, Enable SCAYT' button within Mosaico before sending or copy out to Word to spell check there.

3.2.5 Singular and plural verbs

Remember that data, media, strata, and criteria take plural verbs, but none is usually singular. Number can take a singular or plural verb depending on the context. When preceded by **a** it usually takes a plural verb, but when preceded by **the** it is usually singular ie a number of postholes were found but the number of sherds

found was unexpectedly small. But using 'a number of' is discouraged, as without saying what the number is it has little meaning. Try 'a few', 'some' or 'many'.

3.2.6 Place names

Place names should consistently follow either the foreign or anglicised form ie always either Köln or Cologne.

England, Scotland, Wales and Northern Ireland are countries, not regions. Use 'the Republic/the Republic of Ireland', not 'Southern Ireland' or 'Eire'.

3.2.7 Commas and stops

Use commas in a sequence: eg Roman, medieval and modern pottery was found; Tables 7, 9 and 16. There is no need to use a comma before the final item.

Use only one space after a full stop. Omit full stops after abbreviations and contractions. Abbreviations and contractions should appear as follows:

Mr K T Brown Dr N Bates St Thomas CBA

c, eg, ie, etc, fig, pl, pp, kg, mm, m, pm, am

There are some occasions where a full stop is needed (usually when a word is abbreviated in the middle): eg after no. (for number) and in. (for inch) if the meaning is unclear. Full stops should not be used at the end of captions, headings, tables, or lists.

3.2.8 Hyphens

Hyphens should be used with consistency. Words beginning with co or re should not normally be hyphenated (rebuilt, reuse, cooperate, coexist) unless their meaning is ambiguous. Compound adjectives are usually hyphenated: ie a 10th-century town (but not 'dated to the tenth century'), a greenish-blue colour, a half-past-ten start). With many compound nouns there is no hard and fast rule between writing them as one word, two words, or hyphenated (such as sub-rectangular, subrectangular), being consistent is most important in these cases.

3.2.9 Punctuation in addresses

Don't use commas when setting out each part of an address on a different line, eg

Chartered Institute for Archaeologists
Power Steele Building
Wessex Hall
Whiteknights Road
Earley
Reading
RG6 6DE

Do use commas to separate the different part of the address if it appears in the body of the text;

Chartered Institute for Archaeologists, Power Steele Building, Wessex Hall, Whiteknights Road, Earley, Reading, RG6 6DE.

There is no comma between the county and the postcode.

3.3 Standard terms

Where abbreviations are used, they should be explained on their first occurrence, for example Chartered Institute for Archaeologists (CIfA). A list of current acronyms is available in Appendix III.

3.3.1 Reference to CIfA publications

The Archaeologist 112 (TA 112)
Annual report
Yearbook and directory
Standards and guidance
Code of conduct
Professional Practice Papers
Papers
by-law

3.3.2 Names, roles and responsibilities

Job titles should be capitalised...

Peter Hinton, Chief Executive
Alex Llewellyn, Head of Governance and Finance

CIfA groups/ committees/ should be noted preceded by CIfA where appropriate – except with Responsible Post-holders...

Stephen Carter, Hon Chair, CIfA Council
Duncan Brown, Hon Chair, CIfA Archives Group
Clare Randell, Hon Treasurer, CIfA Human Osteoarchaeology Group
Vicki Score, Responsible Post-holder, ULAS

3.3.3 Committees and groups

Current committees, with common abbreviation;

Advisory Council (AC)
Board of Directors (Board)
Validation committee (VC)
Membership Appeals committee (MAC)
Registrations committee (Organisations) (RCO)(RO)
Professional conduct panel

Current CIfA Area and Special Interest Groups, with common abbreviation

Australia Group (AG)
Deutschland (CIfAD)
Scottish Group (SGCIfA)
Wales/Cymru Group (Wales/Cymru)
London Archaeology Group (LAG)

Archaeological Archives Group (AAG)
Buildings Archaeology Group (BAG)

Diggers' Forum (DF)
Equality and Diversity (E&D)
Finds Group (FG)
Forensic Archaeology SIG (FASIG)
Geophysics SIG (GeoSIG)
Graphics Archaeology Group (GAG)
Human Osteoarchaeology SIG (OsteoSIG)
Information and Management SIG (IMSIG)
International Heritage Practice SIG (IHPSIG)
Marine Archaeology Group (MAG)
Early Careers Group (EC)
Project Management Group (PMSIG)
Research and Impact Group (RIG)
Voluntary and Community Archaeology Group (VCSIG)

3.3.4 Common abbreviations

(see Appendix 3 for long list of common abbreviations)

Archaeology Training Forum (ATF)
Archaeological Archives Forum (AAF)
Continuing Professional Development (CPD)
Council for British Archaeology (CBA)
Personal Development Plan (PDP)
CIfA accredited grades of membership (MCIfA, ACIfA, PCIfA)
Department of Culture, Media and Sport (DCMS)
Federation of Archaeological Managers and Employers (FAME)
Higher Education Funding Council for England (HEFCE)
Scottish Higher Education Funding Council (SHEFC)
Subject Committee for Archaeology (SCfA)
National Planning Policy Framework (referring to England) (NPPF)
Historic England National Heritage Plan and Policy (NHPP)
Coronavirus (Covid-19)

3.3.5 Dates, numbers and measurement

Dates should be written without the ordinal (eg st, nd, th, rd)

August 2007
7 July 2009
Wednesday 10 January

Names of months should not be abbreviated, except in figures or tables.

To denote time, use the 12-hour, 9.00am/pm or 24-hour clock 09:00,15:00. Add EST or BST depending on country.

Years are usually elided to the shortest pronounceable form: 1988-9, 1914-18.

Dates BC should always be given in full:

49 BC, AD 43, the 1990s.

Centuries should always be in figures:

14th century

In the text numbers one to twelve should be spelt out, and figures used thereafter.

Figures between 1000 and 9999 should not include a comma; figures above 10,000 should. The comma should be omitted in tabulation unless it is needed for clarity.

Elision of numbers should be to the shortest form consistent with clarity:

254-8, 350-2, 196-203, but note 116-18.

Measurements should be in metric units (SI), except for miles. The basic SI units of measurement are metre (m) and millimetre (mm). Figures should always be used in measurements: 5%, 13in, 15ft, 2.5m, 83mm, 10km, and be at no more than three significant figures. Note the spacing and punctuation, and that the plural of abbreviated units of measurement has no s.

3.3.6 University qualifications and post nominals

Members' post nominals are recorded on the ClfA member database and need to be entered consistently. The following table includes the most common post nominals used.

University degrees

Doctorate	DPhil, PhD, DLitt
Master's degree	MA, MSc, MPhil, MRes, MLitt
Bachelor's degree	BA, BSc
Foundation degree	FdA, FdSc, FdEng

University diplomas

Postgraduate diploma	PgDip
Postgraduate certificate	PgCert
Higher National Certificate	HNCert
Higher National Diploma	HNDip
Diploma of Higher Education	DipHE
Ordinary National Diploma	Dip, OND
Certificate of Higher Education	CertHE
Undergraduate Certificate	Cert

Other post-nominals

FSA	Fellow of the Society of Antiquaries of London
FSA Scot	Fellow of the Society of Antiquaries of Scotland
FRHistS	Fellow of the Royal Historical Society

3.4 Correspondence

3.4.1 Letters

All formal letters issued from the CfA office should be printed on CfA letter headed paper. If an electronic copy is required the electronic letter-headed template may be used.

Always use the recipients forename, surname and membership number. With email letters or electronic mailings it's acceptable to only use the individual's name.

Sometimes letters are written and signed on behalf of a committee, and this should be stated beneath the signature, which should be laid out as below (no italics or underlining).

Lianne Birney
Senior Membership Services Coordinator
(on behalf of the Validation committee)

Beneath the signature the following conventions should be used

Cc Names and organisations of those sent a copy of the correspondence
Encs List of any enclosures sent with the letter

Electronic signatures should not be used without the explicit approval of the signatory.

3.4.2 Email signatures

Emails are an electronic form of correspondence but should still be written as formal correspondence.

To – the person to whom the email is directed

Cc – person copied on the email for information,

Bcc – blind copy –this person is copied on the email, but the 'to' and 'cc' recipients cannot see them

All staff should have the same style email signatures eg

Alex Llewellyn BSc MCIfA

Head of Governance and Finance, Chartered Institute for Archaeologists

t 0118 9662841 m 07730 747689 www.archaeologists.net

Power Steele Building, Wessex Hall, Whiteknights Road, Earley, Reading, RG6 6DE

a professional institute for the study and care of the historic environment

There may be times when an additional element to the signature is added, eg advertising conference. The text will be agreed by the Head of Governance and Finance before circulation and should go after the above.

Signing off may vary but should be one of these: Kind regards, Many thanks or Best wishes.

3.5 Document formatting

All documents produced by CfA need to be clearly written and presented to ensure that the document works efficiently at presenting the data and the CfA.

It is essential that the following information is clear, the document title, status, objective, author, and circulation, and document location. This will ensure that confidential documents are not circulated beyond their remit and working documents are clearly marked as such.

Ideally documents will be sent to external parties in PDF format.

3.5.1 Agendas and minutes

Agenda and Minutes must be set out as shown in the example in Appendix 1.

3.5.2 Reports

Report headers must be set out as shown in the example in Appendix 2.

3.5.3 Logo specifications and use

The ClfA logo can be used for communications where agreed.

Colours are specific and part of the ClfA brand. See ClfA identity guidelines for more information - IfA Docs\Communications\Branding and promotional materials\Identity guidelines

The ClfA purple logo is used specifically for any formal documentation and for any general ClfA literature. Other colours can be used for Groups or project marketing if agreed in advance by the Head of Governance and Finance and in accordance with the identity guidelines.

ClfA's logo should only be used on ClfA products or products badged by ClfA. It should not be supplied to external individuals, even for use as a link graphic, unless a special case has been made and approved by the Chief Executive (as is the case with Towergate).

Registered Organisations should be supplied with the specific Registered Organisations logo. Approved training logo and Accredited degree logos used accordingly. Groups have their own individual logos.

Accredited members, Registered Organisations and Accredited Degree programmes can use the ClfA logo in accordance with the relevant ClfA regulation.

3.6 Publications and language

The language level should be appropriate to the publication.

Personal titles, initials and letters after name should normally be avoided.

The Archaeologist

Language level: normally news/magazine style but occasionally technical; clear and readable. It can be quite informal, but always professional. The audience is members of ClfA, therefore knowledge of normal archaeological terms etc can be assumed.

Yearbook and directory

Language level: for the articles, news/magazine style, but aimed at members of related professions. The style is therefore slightly more formal than TA and contributors should not assume an archaeological background.

3.7 Website

The main ClfA website is updated by members of staff and managed by the Head of Governance and Finance. Groups are encouraged to provide new content for their pages, although the Graphics Group uses its own separate website to support their larger visual portfolios. A separate guidance document for use of websites and social media is available to group committee members via the groups toolkit.

3.7.1 Webpage format

There are a number of factors that are determined by the website's style sheets. Older webpages (Markdown) are already using the correct font. New pages (CkEditor) should be used as they are, so no need to select a font. These include

- font size – standard, use dropdown to select heading sizes (older version see markdown crb sheet)
- text colour (black for body text, purple for headings, blue for links)
- image size (images are automatically resized to 250x200 pixels if they are larger than this)
- image placement (always to the right hand side of the page in line with the top of the paragraph in which it is embedded)

These should be accounted for when you create or update web content. Any problems ask Lianne.

3.7.2 Using house style on the web

ClfA House Style should be adhered to when writing web content, or documents which are to be downloaded from the website.

When creating or updating content, you should always hyperlink text on more than one word and if it is a link to a pdf or word document use (PDF) or (DOC) in the title. Try to link to a webpage in the first instance as documents can change and links break.

Write appropriately for the internet. Keep sentences and paragraphs short, use clear headings and other methods to put landmarks in text and dropdown sections where applicable. Try to use images where appropriate. If you have a number of downloadable documents in a page you can use bullet points or headings to space them out or group them at the bottom of the page. If you are unsure how to do this ask Lianne .

3.8 Referencing

ClfA uses the **Harvard** or author-date system of referencing, in which a publication is cited in the text by the author's name and the date of publication, and the full reference is given in an alphabetical list at the end of the book or paper. Excavation reports, survey reports, internal reports and other such material (whether published or unpublished) should be referenced by author wherever possible. The use of Latin instructions in bibliographic references (eg op cit, ibid, passim etc) should, if possible, be avoided.

References appear in the text as;

It has been said (Brown 1967, 26) that...' or 'Brown (1967, 26) says that...'. Page numbers (not preceded by p or pp) should always be given if the reference is to a specific page or pages within the publication. Where two or more references are cited in the same instance they should be separated by a semi-colon, eg (Brown 1967; Brown and Barker 1978).

Use initials only to distinguish between two authors with the same surname whose books were published in the same year in which case the citation should read (T Brown 1967). Personal comments are cited with (Smith, pers. comm.) and **not** italicised!

When citing unpublished reports and other such grey literature always cite by author, including the date of production if known, any project names or codes, the client name where appropriate, and the unit or organisation responsible.

When citing journals, use the full reference in the bibliography. If the publication is something more substantial than a grey literature report, with an extensive bibliography, use recommended abbreviations. Use BIAB's citation abbreviations for current periodicals and monograph series are used. A list is available on request, or details of recommended abbreviations can be found at <<http://www.britarch.ac.uk/biab/pubdata/jnlldata.html>>.

3.8.1 On-line resources

When citing specific on-line electrical sources they should be cited in the text as for other references, eg (Stuiver and Reimer 1998), and in the bibliography in one of the forms listed below.

References in the bibliography should follow the same style as those for printed sources, with the addition of the medium (if not online) and the URL and access date, generally following the following forms:

Author/editor(s), Date of publication Title of Work, Edition statement (if given), Medium (If not online).
Publication information (Place of publication: publisher). URL, Access date.

Author(s), Date of publication Title or article, Title of periodical, Volume (Number), URL, Access date

3.8.2 Sample bibliography

Alcock, J P, 1965 Celtic water cults in Roman Britain, *Archaeol J*, 122, 1–12

Barclay, G J and Maxwell, G S, 1998 The Cleaven Dyke and Littleour: monuments in the Neolithic of Tayside, *Soc Ants Scot Monogr Ser 13*. Edinburgh: Society of Antiquaries of Scotland

Barker, P P and Mercer, E J F, 1999 Geophysical survey at High Avenue, Letchworth, Herts, Unpubl report for Hertfordshire Archaeological Trust, Job Ref J1380. Stratascan Geophysical & Specialist Survey Services

Bordes, F, 1973 On the chronology and contemporaneity of different Palaeolithic cultures in France, in C Renfrew (ed) *The explanation of culture change: models in prehistory*. London: Duckworth, 217–26

Joussaume, R, 1985 *Les dolmens pour les morts*. Paris: Hachette

Landow, G P, 1992 *Hypertext: the convergence of contemporary critical history and technology*. Baltimore and London: John Hopkins University Press. Available: <http://landow.stg.brown.edu/ht/contents.html> Accessed 25 January 2000

Richards, C and Thomas, J, 1984 Ritual activity and structured deposition in Later Neolithic Wessex, in R Bradley and J Gardiner (eds) *Neolithic Studies: a review of some current research*, Reading Studies in Archaeology 1, BAR Brit Ser 133. Oxford: British Archaeological Reports

Smith, I F, 1956 *The decorative art of Neolithic ceramics in south–east England*. Unpubl PhD thesis, University of London

Stuiver, M, and Reimer, P J, 1998 *CALIB 4.0 Manual*. Seattle: Quaternary Research Centre, University of Washington. Available: <http://depts.washington.edu/qil/calib/annual/index.html> Accessed 17 February 1999

**ONE HUNDRED AND NINETEENTH MEETING OF THE COUNCIL
OF THE INSTITUTE OF ARCHAEOLOGISTS**

11:45am, Wednesday 14 January 2009

The Royal Institute of International Affairs, Chatham House, 10 St James's Square
London SW1Y 4LE

AGENDA

Please note: lunch will not be provided but tea and coffee will be

- | | | |
|------------------------|-------|---|
| 12:15 (times optional) | 1. | Apologies |
| 12:20 | 2. | Minutes of the last meeting |
| 12:30 | 3. | Council and committees |
| | 3.1 | Hon Treasurer |
| | 3.2 | Hon Group Affairs Officer |
| 12:40 | 4. | Financial report |
| | 4.1 | Accounts and balance sheet |
| | 4.2 | Revised budget and subscription proposals |
| | 4.3 | Financial plan |
| 13:10 | | Lunch |
| 13:40 | 5. | Strategic Plan |
| 13:40 | 5.1 | Future of the ClfA |
| | 5.1.1 | Strategic plan 2010-20 |
| 14:00 | 5.2 | Membership and RO promotion and recruitment |
| | 5.2.1 | Membership requirements and documentation |
| | 5.2.2 | RO scheme development |
| 14:10 | 5.3 | Accreditation of archaeologists |
| 14:20 | 5.4 | Pay and conditions |
| 14:40 | 5.5 | Training and development |
| | 5.5.1 | CPD communication plan |
| 14:55 | 6. | Recession plan and seminar |
| 15:10 | 7. | Publications |
| | 8.1 | Journal proposal |
| 15:45 | 9. | Business plan targets |
| 15:55 | 10. | Disciplinary |
| | 10.1 | Current cases |
| 16:25 | 11. | Matters arising from the last meeting |
| 16:35 | 12. | AOB |
| 16:50 | 14. | Date and venue of next meeting |

**ONE HUNDRED AND EIGHTEENTH MEETING OF THE COUNCIL
OF THE INSTITUTE FOR ARCHAEOLOGISTS**

11:45am, Thursday 23 October 2008
The Royal Institute of International Affairs, Chatham House, 10 St James's Square
London SW1Y 4LE

MINUTES

Present: Gerry Wait (Chair), Jo Bacon, Mike Bishop, Patrick Clay, Mark Collard, David Divers, Stuart Eve, Geoff Morley, Roland Smith, Andy Towle, Roger White

Staff: Peter Hinton, Alex Llewellyn

- 1. Apologies** **ACTION**
Beverley Ballin Smith, Peter Barker, Chris Clarke, Virginia Dellino-Musgrave, Kasia Gdaniec, Victoria Hunns, Martin Newman, John Sode-Woodhead, Sadie Watson
- 2. Introduction and welcome to new Council members**
GW welcomed all new Council members to the meeting. He reminded all of the importance of prompt arrival, reading papers in advance, polite debating, allowing others to contribute, and the confidentiality and fiduciary duties of Council members as Directors of the Institute. **ALL**

PH and AL were happy to answer any questions in advance of meetings.
- 3. Minutes of the last meeting**

10 – 4.2 – MB noted that he had clarified the issue regarding retired subscription rates and would not be taking this forward.

The minutes were agreed.
- 4. Financial report**

4.1 Accounts and balance sheet – AL had circulated the accounts, balance sheet and finance report to Council. Asked for any comments or questions about these.

MB asked which projects were over budget and behind schedule and asked if this could be included in the report in future. MC asked if it was possible to include details of the total budgets for each project so that Council could have a better understanding of how far over budget any were. **AL**
- 10. Matters arising from the last meeting**

3.1 – costs of RO scheme – BA to report to RO committee; AL to add to BP targets **BA, AL**

4 – Publications – these will be discussed at the next Council meeting **PH
JSW**

5.1.4 – International Group – no progress on 15 names

5.1.5 – PH to circulate IHBC/CfA committee minutes **PH**

5.2.2 – proposals for developing the scheme will be discussed at next RO committee **PH, LS**

- 5.5 – AL to agree budget for CPD with Exec **AL**
- 9.1 – AL to speak to MN re IMSIG **AL**
- 10 – proposal to go to Exec about retired members’ subscription rates **AL**
- 11. AOB**
- 11.1** Canterbury – PC informed Council that CWPA had discussed concerns raised about Canterbury adopting a policy on performance bonds but not on ROs. Kate Geary to draft letter for PH and GW asking questions about how the policy was working. **KG**
- 11.2** Brecon Beacons – GM asked if there was any update on this following the last meeting. PH not aware of any progress but will look at again. **PH**
- 11.3** BAJR – Council noted the recent discussion on BAJR about reforms of the ClfA and asking for ClfA to regularly communicate on the message board. PC suggested that occasional short responses should come from the office where appropriate. PH to discuss with Tim Howard and KW. **PH**
- 12. Date and venue of next meeting**
- 14 January 2009 – venue to be confirmed **AL**
- 22 April 2009 – venue to be confirmed
- 8 July 2009 – venue to be confirmed
- GM asked if the start time of meetings could be slightly later. **AL**

Appendix 2 Report header

Name of committee/ Title	Notes on usage
Date of meeting	<i>Official title of this document (follow with 'Working Title') if appropriate or name of Committee</i>
Status	<i>Use DRAFT REPORT, DISCUSSION DOCUMENT, REPORT, CONSULTATION, FINAL REPORT etc</i>
Author(s)	<i>Author name, (plus job title organisation and contact details if intended for external circulation) and revisers where necessary</i>
Date of report	<i>Date when first version of this document was created. This shouldn't subsequently be changed.</i>
*Agenda number	<i>The agenda item number if the report is linked to an agenda.</i>
*Version number	<i>Version number for this document. General practice is to use numbers below one for early drafts (0.1, 0.2 etc), and increments of whole numbers for issued versions (1.0, 2.0) with minor changes indicated by decimal fractions (eg 2.1 for a minor edit to version 2.0)</i>
*Summary of changes	<i>It is sometimes useful to include a list of the major changes to this version from the previous version, particularly anything that needs attention from reviewers.</i>
Circulation	<i>Who this version of this document has been circulated to</i>
*Required action	<i>What is required of recipients. eg 'Comment by 1 August to the author', 'For discussion on 17 July' etc. Be specific!</i>
File name / location	<i>Name/Location on the servers of this version of this document (can be taken from File / Properties for Word documents)</i>

*it may not be necessary to include these headings on all documentation for example committee reports, minutes



Reports should also include a short Executive summary box at the beginning to introduce the report and outline what action is to be taken. Check with staff if unsure. For example


Executive summary

Following discussion by the Advisory Council and Board in June and July, a proposal outlining the positioning and assessment methodology for a new Chartered Archaeologist grade of membership was prepared. This was circulated first to ClfA volunteers on the Board, Advisory Council, committees and special interest groups and then to members. It has also been shared with selected stakeholders and feedback is summarised below.


On the basis of the proposal and feedback, the Board is asked to consider proposing a resolution seeking a mandate from members to continue with more detailed drafting of an amendment to the Charter and supporting regulations for consideration at the AGM on 27 October 2017. The Board is further asked to consider whether, in seeking such a mandate, special arrangements are necessary to allow the majority of ClfA members who will not be able to attend the AGM to participate in the proceedings.

Appendix 3 Standard proofreading/ editing symbols

Indent for paragraph. This mark  also means to add a new paragraph.  means don't indent.

A caret  shows where a corrected or substituted letter, word, phrase or punctuation should be inserted


sup^opose The whole ^{comprises} ~~is comprised~~ of many parts.

The delete  mark indicates text or punctuation to be deleted

Character, as ~~my~~ dad used to say, is the ability ~~to~~ east just one peanuts.

A stroke  through a capital letter indicates it should be lower case


Stephen L Weber, ~~P~~resident of San Diego State University

Three lines  under a lowercase letter indicate the letter should be capitalised

 president Stephen L Weber

A single underline  or  means to set the word(s) in italics


See the article in the latest edition of The Archaeologist

A wavy line  under text means to be set in boldface

I always read *The Archaeologist*

A straight line  or hatchmark  between letters or words means to add a space


Students eat  a lot of pizza

This mark  used alone or with a delete mark means to close up space

I wear my every day clothes every day.

Apartment

A series of dots under a word or passage and /or the word "stet" (let it stand) means leave as it was before the correction.

 Retain ~~erased out~~ portion of text

This mark  means to transpose letters, words, or punctuation

Transpose these letters, words and

Use a circle  to indicate
Abbreviation

Colonel Smith

No abbreviation

the col. said

Use figure

six hundred

Spell out figure

she had 5 daughters

Appendix 4 Abbreviations and acronyms

AABC	Architects Accredited in Building Conservation
AAF	Archaeological Archives Forum
AAI	Area of Archaeological Importance
AC	CIfA Advisory Council
ACBMG	Archaeological Ceramic Building Material Group
ACCAC	Curriculum and Assessment Authority for Wales
ACE	Arts Council of England
ACHWS	Advisory Committee on Historic Wreck Sites
ADCA	Association of Diocesan and Cathedral Archaeologists
ADS	Archaeology Data Service
AEA	Association of Environmental Archaeologists
AHRB	Arts and Humanities Research Board
ACIfA	Associate member of the CIfA
AIM	Association of Independent Museums
AIP	Archaeological Interventions Project (England)
ALGAO	Association of Local Government Archaeological Officers
ALI	Adult Learning Inspectorate
ALSF	Aggregates Levy Sustainability Fund
ALT	Association for Learning Technology
APM	Association for Project Management
APPAG	All-Party Parliamentary Archaeology Group
APT	Association of Preservation Trusts
AS	Archaeological Solutions
ASLN	Ancient and Sacred Landscapes Network
ATF	Archaeology Training Forum
BAA	British Archaeological Awards
BABAO	British Association for Biological Anthropology and Osteoarchaeology
BADLG	the former British Archaeologists and Developers Liaison Group
BAG	(CIfA) Buildings Archaeology Group
BAJR	British Archaeological Jobs Resource
BEFS	Built Environment Forum Scotland
BEN	Black Environment Network
BIAB	British and Irish Archaeological Bibliography
BM	British Museum
Board	CIfA Board of Directors
BPF	British Property Federation
BSI	British Standards Institute
CA	<i>Current Archaeology</i>
CAA	Cathedral Architects Association
CADW	Rookie error! It's not an acronym but the word Cadw
CAL	Computer-assisted learning
CAP	Common Agricultural Policy
CATS	Credit Accumulation and Transfer Scheme
CBA	Council for British Archaeology
CBI	Council for British Industry
CC	Competition Commission
CCC	Council for the Care of Churches
CCEA	Council for Curriculum Examinations and Assessment (NI)

CCSkills	Creative and Cultural Skills (formerly CCISSIC – Creative and Cultural Industries Sector Skills Council)
CCT	Churches Conservation Trust
CCP	Cultural Contact Point (EU)
CDM	Construction (Design and Management) regulations ('CONDAM')
CDTG	Client Demand Task Group (of HEF/Heritage 2020)
CE	Continuing Education
CEC	Commission of the EC
CEML	Council for Excellence in Management and Leadership
CET	Continuing Education and Training
CF	Conservation Foundation
CFCE	Cathedrals Fabric Commission for England
CHAS	Contractors Health and Safety Assessment Scheme
CIA	Council for Independent Archaeologists
CIC	Construction Industries Council
CIEPAG	Creative Industries Export Promotion Advisory Group (to DTI)
CIRIA	Construction Industry Research and Information Association
CITB	Construction Industries Training Board
CLA	Country Land and Business Association
CNRA	Conseil National de la Recherche Archéologique
CNRS	Centre National de la Recherche Scientifique
CO	Conservation Officer
CoD	(ClfA) Change of Details form
COSHEP	Committee of Scottish Higher Education Principals
COSLA	Convention of Scottish Local Authorities
CoTAC	Council for Training in Architectural Conservation
COVE	Centre of Vocational Excellence
CPA	Comprehensive Performance Assessment
CPD	Continuing Professional Development
CPE	Continuing Professional Education (US CPD)
CPO	Chief Planning Officer
CPRE	Campaign for the Protection of Rural England
CPRW	Campaign for the Protection of Rural Wales
CRM	Cultural resource management
CS	Chapels Society
CSA	Council for Scottish Archaeology (now Archaeology Scotland)
CSCS	Construction Sites Certificate of Safety
CSR	Comprehensive Spending Review
CSR	Corporate Social Responsibility
CT	Civic Trust
CTI	Computers in Teaching Initiative
CTICH	Computers in Teaching Initiative Centre for History, Archaeology and Art History
CTISS	Computers in Teaching Initiative Support Service
CTW	Civic Trust for Wales
CUCAP	Cambridge University Committee on Aerial Photography
CVCP	Committee of Vice-Chancellors and Principals
DAC	Diocesan Advisory Committee
DBA	Desk-based assessment
DBFO	Design, Build, Fund and Operate
DC	Development control

DCLG	Department for Communities and Local Government (formerly ODPM, DTLR, DETR, DoE...)
DCMS	Department for Digital, Culture, Media and Sport
DD	Direct debit
DDA	Disability Discrimination Act
DDE	Dynamic Data Exchange
DEFRA	Department of the Environment, Farming and Rural Affairs
DEM	Digital Elevation Model, or terrain model.
DENI	Department of Education, Northern Ireland
DF	(ClfA) Diggers Forum – special interest group
DfC	Department for Communities (NI)
DFES	Department for Education and Skills
DG	Directorate General
DGUF	Deutsche Gesellschaft für Ur- und Frühgeschichte
DHP	Defence Heritage Project
DIC	Diving Industry Council
DoE	the former Department of the Environment
DoENI	Department of the Environment Northern Ireland (nb archaeology now with DfC)
DSR	Data structure report
DSU	Data Standards Unit (EH NMR)
DTI	Department of Trade and Industry
DTLR	former Department of Transport, London and the Regions
EA	Environmental Assessment
EAA	European Association of Archaeologists
EAC	Europae Archaeologiae Consilivm
EC	European Commission
ECI	European Construction Industry
ECI	Early Contractor Involvement (contract)
ECTS	European Credit Transfer Scheme
E&D	ClfA Equality and Diversity Group
EDI	Education Development International
EDM	Electronic Distance Measurer
EFTA	European Free Trade Agreement
EH	English Heritage
EHAC	English Heritage Advisory Committee
EHEA	European Higher Education Area
EHS	Environment and Heritage Service
EHTF	English Historic Towns Forum
EIA	Environmental Impact Assessment
EJA	European Journal of Archaeology
ELI	Employer's Liability Insurance
EP	English Partnerships
ERCF	Estates Renewal Challenge Fund
ERDF	European Regional Development Fund
EO	Equal Opportunities
EU	European Union
ESA	Environmentally Sensitive Area
ESF	European Social Fund
ESRC	Economic and Social Research Council
ET	Employment Tribunal

EU	European Union
EWNI	England, Wales and Northern Ireland
EWNIQ	England, Wales and Northern Ireland Qualifications Development Framework Group
FAME	Federation of Archaeological Managers and Employers
FEFCs	Further Education Finding Councils of England and Wales
FDP	Finds Disposal Panel
FDTL	Fund for the Development of Teaching and Learning
FINDS	(ClfA)Finds special interest group
FISH	Forum on Information Standards in Heritage
FISHEN	Forum on Information Standards in Heritage (England)
FLO	Finds Liaison Officer (PAS)
FRCA	Farming and Rural Conservation Agency
GA	Graduate Apprenticeship
GAG	ClfA Graphics Archaeology Group
GATS	General Agreement on Trade in Services
GDO	General Development Order
GDP	Gross Domestic Product
GeoSIG	(ClfA) Geophysics special interest group
GIS	Geographic Information System
GPA	Good Practice Advice (interprets NPPF and NPPG)
GPDO	General Permitted Development Order
GPR	Ground Penetrating Radar
GPS	Global Positioning System
HA	Housing Association
HAT	Housing Action Trust
HBCW	Historic Buildings Council for Wales
HBR	Historic Buildings Records
HBR	Historic Building Recording
HC	Housing Corporation
HCPT	Historic Churches Preservation Trust
HE	Higher Education
HE	Historic England
HEACS	Historic Environment Advisory Council for Scotland
HEAT	Historic Environment Audit Taskforce (of SEL)
HEC	Higher Education sub-Committee (of ClfA)
HED	Historic Environment Division (of DfC, NI)
HEEP	Historic Environment Enabling Programme (EH)
HEF	Historic Environment Forum
HEI	Higher Education Institution
HEIRNET	Heritage Information Resource Network
HEFCE	Higher Education Funding Council (England)
HEP	Historic Environment Placement?
HER	Historic Environment Record
HERO	Historic Environment Record Officer
HEQE	Higher Education: Quality and Employability
HES	Historic Environment Scotland
HERS	Heritage Economic Regeneration Scheme
HESA	Higher Education Statistics Agency
HHA	Historic Houses Association
HLF	Heritage Lottery Fund

HIA	Heritage Impact Assessment
HMSO	Her Majesty's Stationery Office
HND	Higher National Diploma
HPR	Heritage Protection Review
HRP	Historic Royal Palaces
HS	Historic Scotland
HS2	High Speed 2 Limited
HSE	Health and Safety Executive
IAI	Institute of Archaeologists of Ireland
IAPA	Irish Association of Professional Archaeologists (now IAI)
IAR	Industrial Archaeology Record (now IHR)
ICE	Institution of Civil Engineers
ICON	Institute of Conservation
ICOM	International Council of Museums
ICOMOS	International Council on Monuments and Sites
ICT	Information and communications technology
IDA	Improvement and Development Agency
IEMA	Institute of Environmental Management and Assessment
CifA	Chartered Institute for Archaeologists (incorporated name since 2014)
IFA	Institute of Field Archaeologists (company name)
IGP	Innovation and Good Practice [grant by the Housing Corporation]
IHBC	Institute of Historic Building Conservation
IiP	Investors in People
ILA	Individual Learning Account
ILTHE	Institute for Learning and Teaching in Higher Education
IMechE	Institution of Mechanical Engineers
IMSIG	(CifA) Information Management Special Interest Group
IPPR	Institute of Public Policy Research
IRIS	Index Record for Industrial Sites
IS	Information systems
isNTO	Information Services National Training Organisation
ISO	International Standards Organisation
IT	Information technology
JCNAS	Joint Committee of National Amenity Societies
JCT	Joint Contracts Tribunal
JEGS	Job evaluation and grading system
JIST	Jobs information service and training
JNAPC	Joint Nautical Archaeology Policy Committee
JV	Joint venture
LA	Local authority
LAA	Local authority archaeologist
LAARC	London Archaeological Archives Resource Centre
LAC	London Advisory Committee (of EH)
LANTRA	NTO for the environmental sector
LASHG	Local Authority Social Housing Grant
LB	Listed Building
LBC	Listed Building Consent
LGA	Local Government Association
LHI	Local Heritage Initiative (of HLF)
LI	Landscape Institute
LMI	Labour Market Intelligence

LPA	Local Planning Authority
LSC	Learning and Skills Council
LSDA	Learning and Skills Development Agency
LTSN	Learning and Teaching Support Network
MA	Museums Association
MA	Master of Arts (postgraduate qualification)
MAFF	Ministry of Agriculture, Fisheries and Food
MAG	(ClfA) Marine Archaeology Group special interest group
MAPM	Member of APM
MBR	Monuments and Buildings Record
MDA	Museums Documentation Association
MIDAS	Monument Inventory Data Standards
MCIfA	Member of the ClfA
MIS	Management information system
MLAC	Museums, Libraries and Archives Council (now RE:SOURCE)
MoD	Ministry of Defence
MOLA	Museum of London Archaeology (formerly MoLAS Museum of London Archaeology Service)
MoRPHE	Management of Research Projects in the Historic Environment.
MPP	Monuments Protection Programme
MSC	the former Manpower Services Commission
MSc	Master of Sciences
MSD	Membership Services Direct
MTI	the former Museums Training Institute (now CHNTO)
NAS	Nautical Archaeology Society
NASA	National Association of State Archaeologists
NCIHE	National Committee of Enquiry into Higher Education (Dearing - EwNI)
NCIHE	National Committee of Enquiry into Higher Education (Garrick - Scotland)
NDC	New Deal for Communities
NDPB	Non-Departmental Public Body
NERC	Natural Environment Research Council
New Gen	(ClfA) New Generation group
NGG	(ClfA) New Generation group
NHF	National Housing Federation ('Nat Fed')
NIAF	Northern Ireland Archaeology Forum
NICATS	Northern Ireland Credit Accumulation and Transfer Scheme
NIDOE	Northern Ireland Department of Environment
NIEA	Northern Ireland Environment Agency
NIEL	Northern Ireland Environment Link
NLAP	National Library of Air Photographs
NMP	National Mapping Programme
NMR	National Monuments Record
NMS	National Museum of Scotland
NOAA	National Ocean and Atmosphere Agency
NOS	National Occupational Standard
NPPF	National Planning Policy Framework (England)
NPPG	National Planning Policy Guidance (England)
NT	National Trust
NTI	New Technology Institute
NTO	National Training Organisation
NTS	National Trust for Scotland

NVvA	Nederlands Vereniging van Archeologen
NVQ	National Vocational Qualification
NQFs	National Qualifications Frameworks
OASIS	On-line Access to the Index of Archaeological Interventions
OA	Oxford Archaeology
OAE	Oxford Archaeology East
OAN	Oxford Archaeology North
OFT	Office of Fair Trading
OP	Occasional paper
ONS	Office of National Statistics
OS	Ordnance Survey
OS	Occupational Standard
PACR	Professional Accreditation of Conservator-Restorers
PAI	Personal accident insurance
PAN	Planning Advice Note (Scotland)
PAP	Personal action plan
PARN	Professional Associations Research Network
PARIS	Preservation of archaeological remains in situ
PAS	Portable Antiquities Scheme
PD	Project design
PD	Permitted development
PDP`	Personal Development Plan
PFI	Private Finance Initiative
PG	Planning Guidance (Wales)
PGA	Post-Graduate Apprenticeship
PCIfA	Practitioner Member of the CfA
PI	Professional institute
PI	Performance indicator
PII	Professional indemnity insurance
PLI	Public liability insurance
plc	Public Limited Company
PM	Project Manager
PO	Purchase order
PO	project officer
PoW	Programme of Works (NI)
PPG	former Planning Policy Guidance (England)
PPP	Public/Private Partnership
PPP	(CfA) Professional Practice Paper
PPS	Planning Policy Statement (Northern Ireland)
PPS	former Planning Policy Statement (England)
PPS	Proceedings of the Prehistoric Society
PPS	Parliamentary Private Secretary
PQ	Parliamentary Question
PRO	Public Record Office
PSAG	Projects and Standards Advisory Group (QCA, SQA, ACCAC)
PSI	Policy Studies Institute
PTC	Professional Training committee
PUNS	Publication user needs survey
PX	Post-excavation (analysis)
QA	Quality Assurance
QAA	Quality Assurance Agency

QCA	Qualifications and Curriculum Authority
QM	Quality Manual
QUEST	Quality, Efficiency and Standards Team
QUEST	Quaternary Scientific (Uni of Reading)
Q<R	Queen's & Lord Treasurer's Remembrancer
RA	Risk assessment
RAE	Research Assessment Exercise
RCAHMS	former Royal Commission on the Ancient and Historical Monuments of Scotland
RAMS	Risk Assessment Method Statements
RCAHMW	Royal Commission on the Ancient and Historical Monuments of Wales
RCC	Regional Cultural Consortium
RCHME	the former Royal Commission on the Historical Monuments of England (now EH)
RDA	Regional Development Agency
RIBA	Royal Institute of British Architects
RIAI	Royal Institute of the Architects of Ireland
RIAS	Royal Incorporation of Architects in Scotland
RIG	(CIfA) Research and Impact group
RICS	Royal Institution of Chartered Surveyors
RTPI	Royal Town Planning Institute
RTPA	Restrictive Trades Practices Act
RTH	Regeneration Through Heritage
RO	(CIfA) Registered Organisation(s)
ROC	(CIfA) Registered Organisation Committee
ROB	Rijkscommissie voor het Oudheidkundig Bodemonderzoek
RPA	Register of Professional Archaeologists (USA)
RPH	Responsible Post-holder
RSA	Royal Society of Arts
RSA	Regional Science Adviser (EH)
RSAW	Royal Society of Architects in Wales
RSL	Registered Social Landlord (broadly a Housing Association)
RTPI	Royal Town Planning Institute
R&D	Research and development
SAA	Society for American Archaeology
SAHGB	Society of Architectural Historians GB
SAL	Society of Antiquaries of London
SAM	Scheduled Monument
SBAG	Science-Based Archaeology Group (of NERC)
SCA	Society for Church Archaeology
SCACE	Standing Committee of Archaeologists in Continuing Education
SCAHT	Scottish Architectural Heritage Trust
SCHCA	Subject Centre for History, Classics and Archaeology
SCNPAS	Standing Conference of National and Period Archaeological Societies
SCOP	Standing Conference of Principals
SCQF	Scottish Credit and Qualifications Framework
SCT	Scottish Civic Trust
SEELD	Scottish Executive Enterprise and Lifelong Learning Department
SEL / SE LINK	Scottish Environment Link
SEU	Social Exclusion Unit
SHEFC	Scottish Higher Education Funding Council

SHES	(University of Reading) School of Human and Environmental Sciences
SHG	Social Housing Grant
SFC	Standard Form of Contract
SI (units)	Système international (d'unités): standard citation of metric units as commonly abused by archaeologists
SIG	CifA Special Interest Group
SLA	Service level agreement
SMA	Society of Museum Archaeologists; Scottish Museums Archaeologists
SMC	Scheduled Monument Consent
SME	Small and Medium-sized Enterprise
SMR	Sites and Monuments Record
SNH	Scottish Natural Heritage
SOA	Single outcome agreement
SO	Scottish Office
SO	Standing Order
SoC	(CifA) Statement of Competence
SOEID	Scottish Office Education and Industry Department
SPAB	Society for the Protection of Ancient Buildings
SPICe	Scottish Parliament Information Centre
SPG	Supplementary Planning Guidance
SPPS	Strategic Planning Policy Statement (NI)
SQA	Scottish Qualifications Authority
SQFDG	Scottish Qualifications Framework Development Group
SRB	Single Regeneration Budget [Challenge Fund]
SSC	Sector Skills Council
SSDA	Sector Skills Development Agency
SSIP	Safety Schemes In Procurement
SSSI	Site of Special Scientific Interest
STF	Skills Task Force
SVQ	Scottish Vocational Qualification
SWCL	Scottish Wildlife and Countryside Link
TA	<i>The Archaeologist</i>
TAG	Theoretical Archaeology Group
TAF	The Archaeology Forum (formerly Historic Environment Forum)
TAN	Technical advice note (Welsh planning)
TCS	Twentieth Century Society
TEA	<i>The European Archaeologist</i>
TEZ	Temporary Exclusion Zone
THA	The Heritage Alliance
TFA	<i>The Field Archaeologist</i> (now TA)
THI	Townscape Heritage Initiative (of HLF)
TICCIH	The International Conference for the Conservation of Industrial Heritage
TLA	Three-letter acronym
TLTP	Teaching and Learning Technology Programme
TLTSN	Teaching and Learning Technology Support Network
TORC	Training On-Line Resource Centre (taken over from CHNTO)
TTP	Treasure Trove Panel
TUF(SE)	Trade Union Fund (SE)
TQA	Teaching Quality Assessment
TP	(IFA) Technical paper
UAD	Urban archaeological database

UAHS	Ulster Architectural Heritage Society
UAUK	University Archaeology UK
UDA or UDAI	Urban Design Alliance
Ufi	University for Industry
UG	Undergraduate
ULF	Union Learning Fund
ULR	Union Learning Rep
UNESCO	United Nations Educational, Scientific and Cultural Organisation
UNIDROIT	Institut international pour l'unification du droit privé (International Institute for the Unification of Private Law)
UoR	University of Reading
URL	Uniform Resource Locator
VAT	Value added tax
VC	Vice Chair;
VC	(ClfA) Validation Committee
VCH	Victoria County History
VET	Vocational Educational Training
VRQ	Vocationally-Related Qualification
WA	Wessex Archaeology
WAC	World Archaeology Congress
WAT	Welsh Archaeological Trust(s)
WCL	Wildlife and Countryside Link
WB	Watching Brief
WCL	Wildlife and Countryside Link
WGS	Woodland Grant Scheme
WHS	World Heritage Site
WHS	A make of trowel
WSI	Written Scheme of Investigation
WT	Waterways Trust
WT	Wildlife Trusts
WWW	World Wide Web
YAT	York Archaeological Trust