Toolkit for Finds Reporting: Roman Coinage

Version 1.1 - March 2025

Chartered Institute for Archaeologists

Contents

Introduction

Welcome to the *Toolkit for Finds Reporting: Roman Coinage*.

A short Introductory Video Guide provides an overview of the Toolkit and its resources, particularly the *Roman Coin Recording Template*.

The *Toolkit for Finds Reporting: Roman Coinage* is the nationally recognised guide for anyone engaged in the planning, commissioning, production or monitoring of a specialist report on Roman coins. It has been designed to be used for the reporting of Roman coin finds from all types of archaeological projects (surface collection, watching briefs, evaluations and full-scale excavations), and at all stages of a project's life cycle (from initiation and planning, collection, post-excavation assessment and analysis, to the preparation of archive reports and publications).

This Toolkit has been created specifically to apply to archaeologically-recovered coin assemblages (known as 'site-finds').

Following the FAIR Guiding Principles (**F**indability, **A**ccessibility, **I**nteroperability, and **R**euse of digital assets), this Toolkit establishes the archaeological standard for the reporting of Roman coins.

The Toolkit is a guide to the reliable and consistent reporting of archaeologically-recovered Roman coins. While it is not the intention to dictate how the analytical process should take place (which will depend on a combination of variables affecting the feasible level of analysis), the standardised recording and quantification of Roman coins are, however, the necessary first steps towards the integrated, informative and meaningful analysis of these important artefacts as archaeological finds.

Identification and reporting of Roman coins should be undertaken by a specialist, or specialists, with experience of archaeology and numismatics.

An archaeological 'specialist' is defined by CIfA as:

> *An individual who is competent in, and specialises in, collecting, recording, analysing, interpreting and reporting on specific materials, objects or scientific data. A specialist will have developed expertise through the extensive study of their particular field, working to accepted standards of practice and ethics, and reporting in reputable peer reviewed sources. They should also be accredited in line with any recognition schemes in place for*

their field of expertise. Membership of a study group or special interest group is a valuable way of acquiring and sharing knowledge and is also recommended.

This professional definition should be applied in conjunction with Rule 1.5 from the CIfA Code of Conduct:

A member shall not undertake archaeological work for which they are not adequately qualified.

Specialists who are able to bring together knowledge and expertise from archaeology as well as numismatics should be distinguished from their 'pure' numismatic and archaeological colleagues. Instead of 'coin specialist' or 'applied numismatist', a less ambiguous title for such specialists is **archaeological numismatist**.

Projects should ensure that they use the services of experienced finds specialists. Trainee or novice coin specialists should always work under the guidance of an established archaeological numismatist.

The Toolkit should be used in conjunction with the following CIfA Toolkits and Standards and guidance documents:

- Standard and guidance for the collection, documentation, conservation and research of archaeological materials (2014) (PDF)
- Toolkit for Recording Archaeological Materials
- Toolkit for Specialist Reporting
- Toolkit for Managing Digital Data (*Dig Digital* online resource)
- Toolkit for Selecting Archaeological Archives
- Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide
    - MoRPHE (Management of Research Projects in the Historic Environment) Project Planning Note 3: Archaeological Excavation, Historic England (2008)

What is the Toolkit for?

The *Toolkit for Finds Reporting: Roman Coinage* provides guidance for the archaeology sector to ensure the standardised recording and quantification of Roman coins. It is the industry standard setting out the minimum requirements for Roman coin reports, and it is endorsed by the Chartered Institute for Archaeologists (CIfA) and Historic England (HE).

The AIM of the Toolkit is to:

- provide guidance and resources to ensure the consistent reporting and reliable analysis of Roman coins at all stages of an archaeological project. It is intended for archaeologically-recovered assemblages (**site-finds**), though it could be used for the reporting of other coin finds too (eg, hoards and single finds).

The OBJECTIVES of Toolkit are to:

- encourage the integration of Roman coinage into wider archaeological narratives and improve standards in Romano-British coin studies
- follow up recent developments in archaeological finds reporting, including the Toolkit for Specialist Reporting and A Standard for Pottery Studies in Archaeology

The Toolkit is intended to be used on any type of archaeological project that results in the recovery of Roman coins, including:

- surface collection (eg, fieldwalking and metal-detecting surveys)
- watching briefs
- excavations (including evaluations)

and however the project is funded or organised:

- development related
- academic/research
- community-led schemes (eg, local society and community projects)

Who is the Toolkit for?

The *Toolkit for Finds Reporting: Roman Coinage* provides guidance for anyone who is:

- reporting on a Roman coin assemblage.
- planning an archaeological project that is likely to recover Roman coins.
- commissioning a Roman coin report.
- monitoring a project that has produced a Roman coin assemblage.
- training or being trained in the identification, recording and reporting of Roman coins.

It is envisaged that this Toolkit will be used in commercial archaeology and by museums, universities and national heritage organisations that commission grant-aided projects, local societies and community groups.

The Toolkit is designed to be used by:

- archaeological numismatists reporting on Roman coin assemblages
- trainee archaeological numismatists
- project leads and monitors (ie, project commissioners, consultants and development control archaeologists)
- project executives and project managers
- post-excavation managers
- museum and archive staff
- community groups

Identification and reporting of Roman coins should be undertaken by a specialist, or specialists, with experience of archaeology and numismatics (see Introduction).

Background

Coins are relatively common finds from archaeological excavations of Romano-British sites. Different settlement types tend to produce distinctive patterns of coin loss (eg, military and urban sites, religious sites, villas and other rural settlements), while coins are more common from some parts of Roman Britain than others.

Roman coins are unique among archaeological artefacts in that they were produced by the state in order to serve the state's needs - the emperor's coins were issued in order to pay for the costs of the army and the civil service, to facilitate trade and commerce, to distribute imperial largesse, as well as to store wealth. Although Roman coinage changed significantly from the 1st to the 4th centuries, in theory Rome's currency always consisted of a tri-metallic system (gold, silver and bronze), composed of interchangeable denominations of different monetary values (normally for a fee collected by money-changers). Low-value small-change denominations are most common from archaeological excavations, whereas higher value coins are more often found in hoards.

Almost all Roman coins can be dated to an emperor's reign (and, in some instances, more closely to a particular year or years), and the absolute dates provided by these objects are the basis for the chronology of excavated sites, as well as the typological sequences of many other artefacts.

Numismatics, the study of coins and currency, is one of the oldest historical disciplines in western academia. Numismatic knowledge is based on the study and arrangement of coin types into chronological sequences determined by the reigns of rulers as well as historical events. The 20th century saw a greater focus on the examination of Roman coins contained in hoards to better understand coin production, supply and circulation, while the analysis of coins as archaeological artefacts (**site-finds**) developed in the UK from the 1970s (eg, Casey & Reece 1974; Casey 1986; Reece 1987; Reece 1995).

'Applied numismatics' is often used to describe the investigation of archaeologically-recovered coins, but this term is loosely defined and can mean different things to numismatists, historians and archaeologists. For instance, the introduction to 'The Oxford Handbook of Greek and Roman Coinage' (2012) highlights the application of numismatic knowledge to the study of history, art history and economic history, but does not mention archaeology or social history. Therefore, and in order to avoid ambiguity and confusion in the future, **archaeological numismatics** is a clearer designation for the study of archaeologically-recovered coins, including **site-finds** (see The Journal of Archaeological Numismatics).

The HE-funded project *Review of the Standard of Reporting on Archaeological Artefacts in England* (Cattermole 2017), identified as a significant concern the great variation in the content and quality of specialist archaeological artefact reports, including Roman coins. Over 1000 unpublished specialist artefact reports from grey literature were examined, as well as a further 61 published reports from journal articles. These were scored against a checklist of essential criteria to assess the reports' overall quality, which highlighted that existing standards and guidance were not being used effectively:

- 56% of specialist artefact reports met 50% or more of the criteria.
- 12% of specialist artefact reports met 75% or more of the criteria.
- 0.7% of specialist artefact reports met 90% or more of the criteria.

The lack of a consistent methodological approach to Roman finds reports, including coinage, was also discussed in the HE-funded *Rural Settlement of Roman Britain* project and related publications (Fulford and Holbrook 2018). For instance, in the discussion paper exploring the recovery, reporting and analysis of artefacts:

> *There is, in particular, a need for considerably greater consistency, especially concerning the full quantification of artefact assemblages, and this is of fundamental importance if we are to capitalise on and extract maximum value from the artefacts excavated from Romano-British sites.* (Brindle 2016, 1).

References

- Brindle, T. 2016. *Approaches to the Investigation, Analysis and Dissemination of Work on Roman Rural Settlements and Landscapes in Britain: A Review. Paper 5: The Recovery, Reporting and Analysis of Artefacts*. Cotswold Archaeology: Unpublished discussion paper.
- Casey, R. and Reece, R. (eds) 1974. *Coins and the Archaeologist.* Oxford (Reprinted in 1986).
- Casey, J. 1986. *Understanding Ancient Coins. An Introduction for Archaeologists and Historians.* London.
- Cattermole, A, 2017, *Review of the Standard of Reporting on Archaeological Artefacts in England*. Historic England Project No. 7090: Unpublished report for Historic England.
- Fulford, M. and Holbrook, N. 2018. 'Relevant Beyond the Roman Period: Approaches to the Investigation, Analysis and Dissemination of Archaeological Investigations of the Rural Settlements and Landscapes of Roman Britain', *Archaeological Journal* 175 (2), 214-230.
- Reece, R. 1987. *Coinage in Roman Britain.* London.
- Reece, R. 1995 'Site-finds in Roman Britain', *Britannia* 26, 179-206.

Coins as archaeological artefacts

Roman coins are numismatic objects that have much to tell us about the economic and political histories of the Roman world. **Site-finds** (ie, archaeologically-recovered coins), however, tell different stories too and if we are to 'capitalise on and extract maximum value' from these objects, the reporting of Roman coinage should follow the same principles and processes as other archaeological finds (eg pottery and Registered Finds).

Most archaeological coin reports treat **site-finds** as numismatic objects rather than excavated artefacts. Consequently, Roman coins are inevitably interpreted as monetary objects that together are thought to reflect a settlement's economic fortunes, and they are listed and summarised on tables and graphs according to the dates when they were struck.

Coins tend to be divorced from their stratigraphic origins in the majority of reports and publications describing excavations of Romano-British sites and, therefore, from the other artefacts with which they might have been found. Beyond providing absolute dates for a site's chronological sequence, coin reports rarely contribute to the broader understanding of excavated Romano-British settlements and the lives of their inhabitants.

To achieve a more universal approach to the study of **site-finds** requires a better appreciation of the archaeological contexts that produce Roman coins, because a coin dropped during a commercial transaction in a shop or at a market stall became an archaeological artefact in different circumstances to a coin recovered from a pit filled with domestic rubbish, or a coin placed in a grave.

Understanding site formation processes and archaeological stratigraphy is important in the study of **site-finds**. Roman coins were cultural as well as monetary objects that had histories after the moment when they were struck and issued into circulation. Object (or artefact) biography is one approach to exploring these important archaeological themes, which can be envisaged as consisting of the following connected episodes in a coin's use-life:

1. production
2. supply
3. use / circulation / reuse
4. loss / disposal
5. discovery
6. archaeological / museum artefact

Current standards and guidance

General standards and guides to good practice

- Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide HEAG024 v1.2
    - Historic England, 2008 MoRPHE (Management of Research Projects in the Historic Environment) Project Planning Note 3: Archaeological Excavation
- Standard and guidance for the collection, documentation, conservation and research of archaeological materials (PDF)
- ALGAO Advice Note For Post-Excavation Assessment (PDF)
- Toolkit for Recording Archaeological Materials
- Toolkit for Specialist Reporting
- Toolkit for Managing Digital Data (*Dig Digital* online resource)
- Toolkit for Selecting Archaeological Archives
- Portable Antiquities Scheme recording guides

Other specialist finds standards

- Barclay, A, Knight, D, Booth, P, Evans, J, Brown, DH and Wood, I, 2016 A Standard for Pottery Studies in Archaeology. Prehistoric Ceramics Research Group, Study Group for Roman Pottery and Medieval Pottery Research Group.
- Leigh, D J. 1998 *First Aid for Finds*: *Practical Guide for Archaeologists* (third edition). Hertford: Rescue, The British Archaeological Trust.

Archives

- CIfA Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives (PDF)
- CIfA Toolkit for Selecting Archaeological Archives

Thesauri, word lists and reference catalogues

- Archaeological Objects Thesaurus, Forum on Information Standards in Heritage (FISH)
- British Museum Materials Thesaurus
- British Museum Object Names Thesaurus

What is in the Toolkit?

The *Toolkit for Finds Reporting: Roman Coinage* contains the following sections and resources:

- PROJECT LIFE CYCLE

  The processes and stages in archaeological fieldwork. How and when an archaeological numismatist should be involved.

- HOW TO USE THE ROMAN COIN RECORDING TEMPLATE

  Guide to using and saving the Template.

- ROMAN COIN RECORDING TEMPLATE

  Standardised recording and quantification of Roman coins. Explanation of the Template and related resources (see Downloads).

- GLOSSARY FOR THE ROMAN COIN RECORDING TEMPLATE

  Explanations of primary and secondary fields in the *Roman Coin Recording Template*.

- ANALYSIS OF ROMAN COINS

  How to achieve the integration of Roman coinage into wider archaeological narratives.

- ARCHIVES

  Physical and digital archiving.

- DOWNLOADS

  Downloadable versions of the *Roman Coin Recording Template* (.XLSM, 313KB), *Roman Coinage Toolkit_British Mean values* files (.XLSX, 11KB) and other resources.

- INTRODUCTORY VIDEO GUIDE

  A walkthrough introductory video of the *Toolkit for Finds Reporting: Roman Coinage*, explaining how to download, use and save the *Roman Coin Recording Template*.

- FREQUENTLY ASKED QUESTIONS

  Commonly asked questions about how to download, use and save the *Roman Coin Recording Template*.

- USEFUL CONTACTS & RESOURCES

  A list of interest groups and related standards and guidance for specialist analysis.

Project life cycle

The process and constituent stages involved in undertaking invasive archaeological fieldwork of any kind are described in Historic England's Management of Research Projects in the Historic Environment: The MoRPHE Project Managers' Guide.

The execution of a project consists of **collection**, **assessment** and **analysis** stages.

Collection

Fieldwork investigating Romano-British sites is likely to lead to the recovery of Roman coins, whether surface collection (fieldwalking), watching briefs, evaluations or largescale excavation. It is important that an experienced archaeological numismatist is recruited to the project team as early in this process as possible.

Advice and guidance on the recovery and recording of all archaeological finds during archaeological fieldwork are provided in the following CIfA resources:

- Standard and guidance for the collection, documentation, conservation and research of archaeological materials (PDF)
- Toolkit for Recording Archaeological Materials

Assessment

After the conclusion of the **collection** stage, the archaeological numismatist should examine the Roman coins to assess the potential for the assemblage to contribute to the project's aims and objectives. At the beginning of the **assessment** stage the archaeological numismatist should be sent the following documentation by the fieldwork manager / post-excavation manager:

- project design or written scheme of investigation
- interim site narrative
- list of Roman coins for provisional identification
- context database / site hierarchy / matrix indicating the provisional stratigraphic sequence
- instructions on which of the project's aims and objectives the Roman coin assemblage is likely to contribute to
- request for additional research questions specific to Roman coinage that could be included in the **analysis** stage of the post-excavation programme

This should lead to a Roman coinage **assessment report** by the archaeological numismatist, reviewing the potential of the Roman coin assemblage to achieve the project's aims and objectives. The format of the report will vary depending on the nature of the fieldwork, but normally it should include:

- provisional identifications of all Roman coins. The coins are unlikely to have been cleaned by an archaeological conservator at this stage (any adhering soil probably having been removed on-site) and outline identifications are sufficient. Where possible these should consist of the recording of:
    - unique coin number (Registered Find, Registered Artefact, or Small Finds number)
    - context number
    - denomination
    - issuing emperor / ruler
    - reverse type (particularly for 4th-century coins)
    - spot dates
    - recommendations for cleaning by an archaeological conservator (it can be helpful to indicate specific sides or areas of a coin where cleaning would most benefit its full identification)
- quantification of the Roman coin assemblage, most commonly as a table showing the provisional allocation of coins to the sequence of **Roman Coinage Issue Periods**
- overview of the Roman coin assemblage, focusing on chronology, stratigraphy and potential for comparison with other excavated Roman coin assemblages (eg, by settlement type or local / regional comparators)
- assessment of potential for the Roman coin assemblage to contribute to the project's stated aims and objectives, as well as recommendations for additional research questions to be considered in the **analysis** stage.

The Roman coinage assessment report should be incorporated into the project's formal assessment report and updated project design (UPD). In many cases these will lead to the final **analysis** stage and the production of an archive report and/or publication of results. The project manager / post-excavation manager will consider if any additional research questions recommended by the archaeological numismatist merit inclusion in the UPD, and how the Roman coins can be integrated with other finds' analysis.

Analysis

The UPD should indicate clearly which project aims and objectives will benefit from the archaeological numismatist's input, with guidance on specific questions that analysis should seek to answer.

If the project proceeds to the **analysis** stage, the archaeological numismatist should examine the, now cleaned, Roman coins again and produce the final coin report. This should include:

- the catalogue of Roman coins, including full identifications (see section 'How to Use the Roman Coin Recording Template').
- quantification of the Roman coin assemblage as a table, showing the final allocation of coins to the sequence of **Roman Coinage Issue Periods** (see section 'How to use the Roman Coin Recording Template').
- a discussion of the Roman coin assemblage with the project's final aims and objectives as set out in the UPD in mind. It is likely that this will cover the following themes:
    - chronology of the coin assemblage, highlighting the presence and/or absence of Roman coinage (including denominations and types).
    - stratigraphic discussion, highlighting the contexts / deposits / features that produced (or did not produce) Roman coins.
    - discussion of evidence for Roman coin use and loss on site, with particular attention to comparator assemblages (eg, from similar settlement types, or other sites in the locality and wider region).

The products of the **analysis** stage are likely to comprise the **Roman coin report**, including a full catalogue and the digital archive (see the Analysis and Archives sections).

How to use the Roman Coin Recording Template

The short Introductory Video Guide provides an overview of the *Toolkit for Finds Reporting: Roman Coinage*, particularly the *Roman Coin Recording Template*.

The *Roman Coin Recording Template* is designed to promote the standardised recording and quantification of Roman coins throughout a fieldwork project. It is not a guide to the identification of Roman coins, which is a specialist task that should be undertaken, or overseen, by an experienced **archaeological numismatist** (see Introduction). The Template is a technical document that needs to be completed, saved and archived with care.

The *Roman Coin Recording Template* can be used and updated throughout a fieldwork project's life cycle, but mostly usefully during the **assessment** and **analysis** stages when coin reports and lists or catalogues will be required. The format of the Template can be converted to other spreadsheet, database or word processing programs, and it is a simple task to produce publishable catalogues of Roman coins from the Template too.

The Template and its linked resources are provided as a Microsoft Excel workbook (see Downloads), that contains the following sheets:

- ADS_spreadsheet_metadata
- Roman Coin Recording Template
- Emperor-Issuer tbl
- Denominations tbl
- Mints tbl
- RCIP (Roman Coinage Issue Periods) tbl

The information these sheets contain and how they link together are described in detail in the following sections.

Template format

The *Roman Coin Recording Template* is provided as an .xlsm file – a macro-enabled spreadsheet created by Microsoft Excel. The embedded macros relate to the 3 dropdown lists (DENOMINATION; EMPEROR / ISSUER; MINT) and improve the Template's functionality. The file is safe to download and save.

> *Note**:** the ADS does not recognise .xlsm files among the preferred or accepted file formats for archiving, and the completed Template should be saved as an .xlsx, .xls, or .csv file before it is submitted to the project archive. This is best done using the blue button on the*

coversheet (ADS_spreadsheet_metadata), which includes the file-level metadata required by the Archaeology Data Service (ADS) to archive and disseminate data.

It might be useful to temporarily append extra columns for the recording of additional information that is likely to be generated during the assessment and analysis of a Roman coin assemblage (for example, conservation / cleaning requirements, or stratigraphic information).

If so, any extra columns should be appended after all Primary and Secondary fields on the Template (ie, column V onwards), not between the existing Primary and Secondary fields (ie, columns A to U), as to do so will affect the Template's dropdown lists and disrupt its functionality. It is very important that all additional columns and data are deleted before the Template is saved and submitted to the project archive. This can be done manually, but it also happens automatically when the Template is ready to be exported by using the blue button on the Template's coversheet (see 'Submitting to the Project Archive' section below).

Template fields

7 of the Template's 15 Primary Fields are populated from dropdown lists, 4 of which are linked to the EMPEROR / ISSUER dropdown list (ie, DATE; DATE FROM; DATE TO; IP):

- EMPEROR / ISSUER dropdown list includes 238 options. Selecting any one of these automatically fills the DATE; DATE FROM; DATE TO; and IP fields.
    - The DATE; DATE FROM; DATE TO; and IP fields can be amended manually as necessary. For example, if a coin of Domitian is identified as struck during the emperor's 7th consulship, the date of **81** can be entered into the first 3 fields (rather than 81-96).
    - The 4th century saw a number of currency reforms (in 317, 330, 348, 364, 378 and 388), and coins from this period should be dated according to their reverse types (where known), rather than by the imperial dates of the ruler on their obverses. For instance, an AE3 bronze coin issued in the name of Constantine I with the GLORIA EXERCITVS – 2 standards reverse type, should be dated to **330-335** when this reverse was in production, rather than the years 307-337 when Constantine I was Augustus. Therefore, the DATE, DATE FROM, DATE TO and IP primary fields will need to be completed manually for most 4th century coins.
- DENOMINATION dropdown list contains 30 denominations issued by the Roman imperial mints, including options for unidentifiable coins.
- MINT dropdown list includes 37 mints where Roman coins were struck (this can be left blank if unknown).

The remaining Primary and Secondary fields in the Template are completed manually; those such as

COIN ID and CONTEXT will be mainly numeric values, while others such as REVERSE will consist of text entries. The REVERSE field should follow descriptions in the standard works of reference, such as *Roman Imperial Coinage*. Online Coins of the Roman Empire and the Portable Antiquities Scheme are useful online resources illustrating Roman coins with full standard descriptions.

It might not be possible, or necessary, to fill in every field. The archaeological numismatist, in consultation with the project team, will determine which of the Secondary fields are completed for some, or all coins (likely to depend on the contribution recording these data will make to the project's aims and objectives). More information about the Primary and Secondary fields is in the 'Roman Coin Recording Template' section.

Submitting to the project archive

After the coin data has been recorded, the File Name entries on the coversheet of the *Roman Coin Recording Template* (ADS_spreadsheet_metadata) should be completed prior to its submission to the project archive. The finished Template needs to be saved as an .xlsx, .xls, or .csv file, which can be done by pressing the blue button on the coversheet.

Roman Coin Recording Template

Please see the 'How to Use the Roman Coin Recording Template' section before using the Template. The short Introductory Video Guide also provides an overview of the *Toolkit for Finds Reporting: Roman Coinage*, particularly the *Roman Coin Recording Template*.

The reporting of Roman coins occurs at the **assessment** and **analysis** stages of a fieldwork project.

The *Toolkit for Finds Reporting: Roman Coinage* provides a Microsoft Excel Workbook that contains resources to enable the standardised recording and quantification of Roman coins throughout a fieldwork project. The *Roman Coin Recording Template* workbook includes the following sheets:

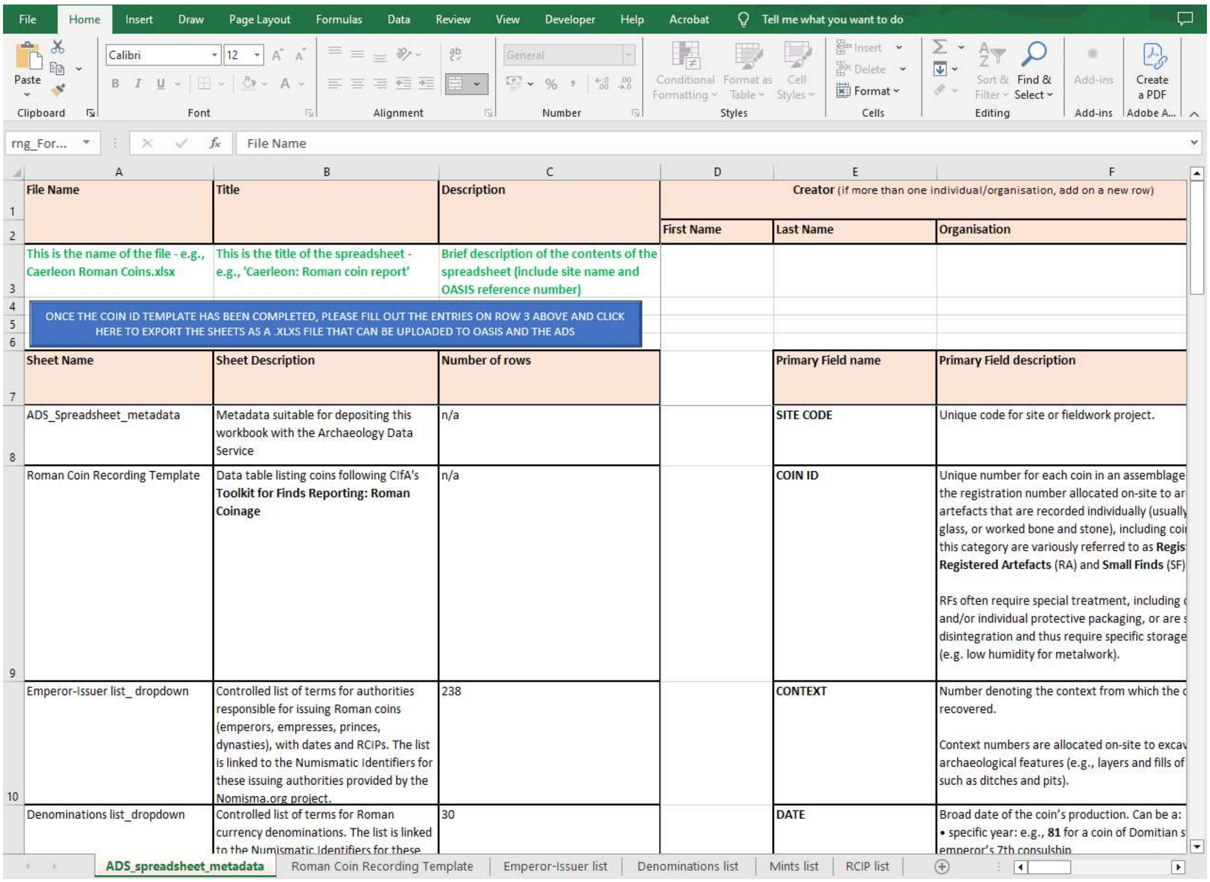
- ADS_spreadsheet_metadata
- Roman Coin Recording Template
- Emperor-Issuer tbl
- Denominations tbl
- Mints tbl
- RCIP (Roman Coinage Issue Periods) tbl

These Toolkit resources implement the FAIR Guiding Principles in the recording of Roman coin identifications (**F**indability, **A**ccessibility, **I**nteroperability, and **R**euse of digital assets).

The *Numismatic Identifiers* included in the Emperor-Issuer, Denominations and Mints table sheets are canonical URIs (Uniform resource Identifiers) developed by Nomisma.org to provide stable digital representations of numismatic concepts according to the principles of Linked Open Data.

ADS_spreadsheet_metadata

Coversheet for the *Roman Coin Recording Template*, containing the file-level metadata required by the Archaeology Data Service to archive and disseminate data. Follows the Microsoft Excel template and examples provided on the ADS Guidelines for Depositors webpages (Version 4.1 April 2021).

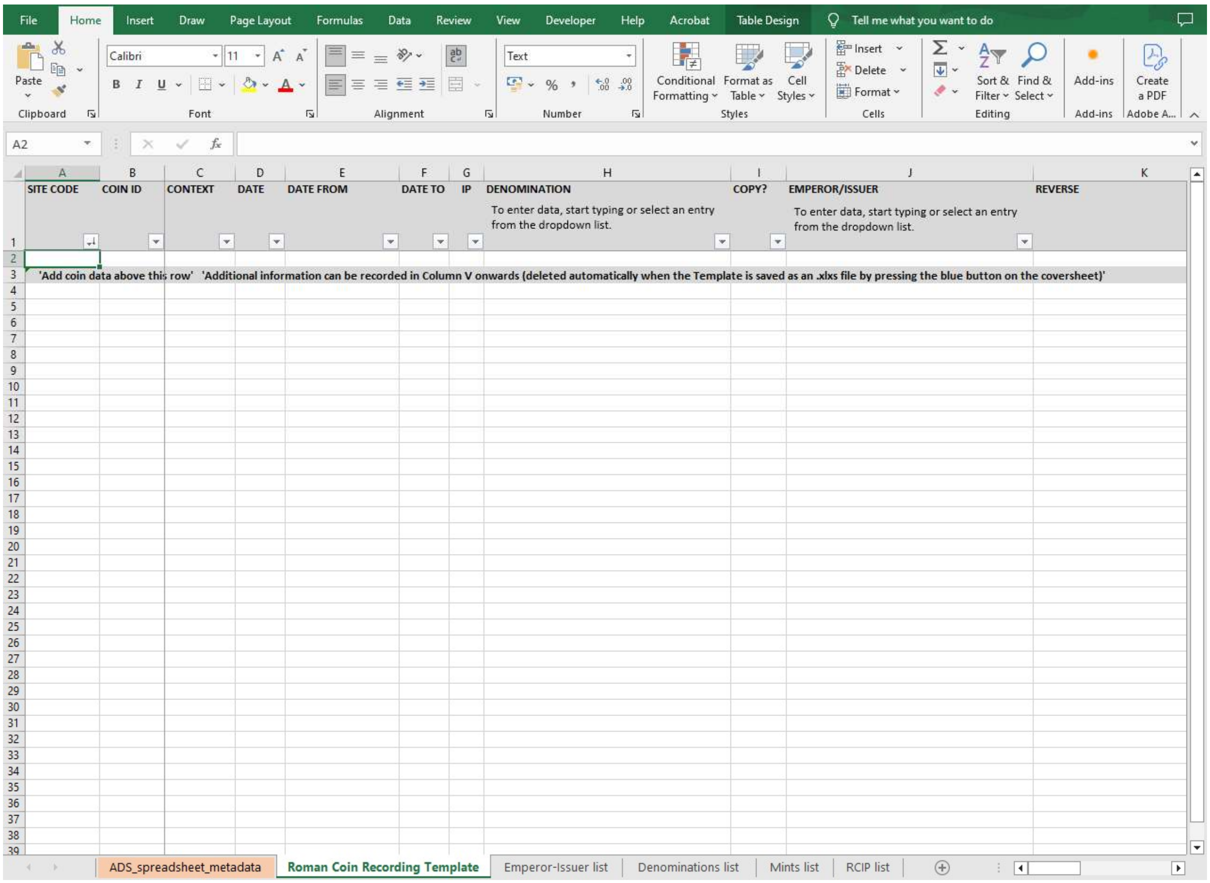


The File Name entries should be completed before the workbook is submitted to OASIS and the ADS (Sheet name and Field name entries are pre-populated).

The ADS does not recognise .xlsm files among the preferred or accepted file formats for archiving, and the completed file should be saved as an .xlsx, .xls, or .csv file before it is submitted to the project archive. This is best done using the blue button on this coversheet.

Roman Coin Recording Template

Second sheet in the *Roman Coin Recording Template* Excel workbook, that can be converted to other spreadsheet, database or word processing programs.



The *Roman Coin Recording Template* has been created to facilitate the standardised recording of Roman coin identifications.

The Template has been designed to be compatible with most Content Management Systems (CMS) currently in use by museums, archives, contracting archaeological organisations and national heritage services. It is a simple task to produce publishable catalogues of Roman coins from the Template too.

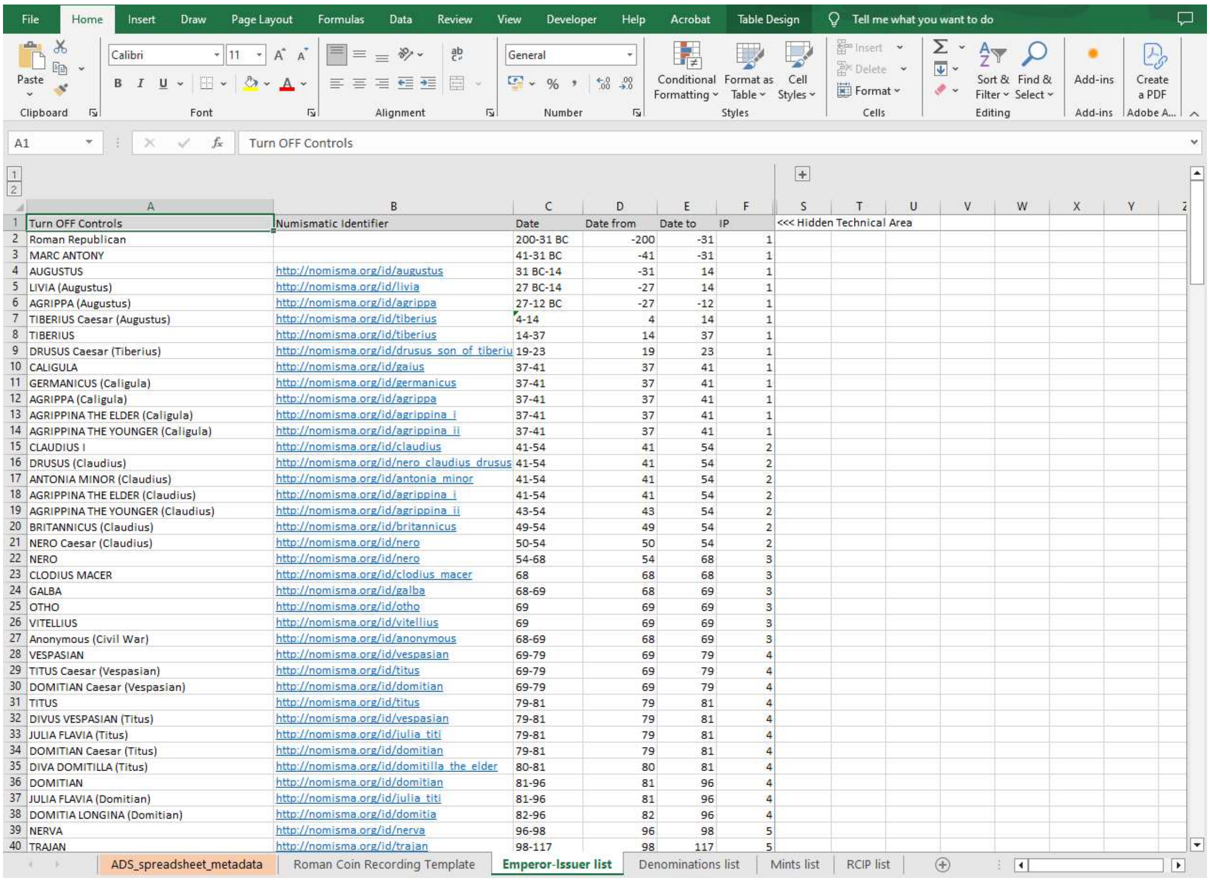
The *Roman Coin Recording Template* is divided into 15 Primary fields and a further 6 Secondary fields:

- Primary fields indicate information that is considered essential for most coin lists and reports (although it might not be possible, or necessary, to fill in every field).
- Secondary fields include additional data that are considered non-essential for most archaeological projects.

See the Glossary for explanations of the *Roman Coin Recording Template's* Primary and Secondary fields.

Emperor-Issuer tbl

Third sheet in the *Roman Coin Recording Template* Excel workbook.



	A	B	C	D	E	F	S
1	Turn OFF Controls	Numismatic Identifier	Date	Date from	Date to	IP	<<< Hidden Technical Area
2	Roman Republican		200-31 BC	-200	-31	1	
3	MARC ANTONY		41-31 BC	-41	-31	1	
4	AUGUSTUS	http://nomisma.org/id/augustus	31 BC-14	-31	14	1	
5	LIVIA (Augustus)	http://nomisma.org/id/livia	27 BC-14	-27	14	1	
6	AGRIPPA (Augustus)	http://nomisma.org/id/agrippa	27-12 BC	-27	-12	1	
7	TIBERIUS Caesar (Augustus)	http://nomisma.org/id/tiberius	4-14	4	14	1	
8	TIBERIUS	http://nomisma.org/id/tiberius	14-37	14	37	1	
9	DRUSUS Caesar (Tiberius)	http://nomisma.org/id/drusus_son_of_tiberiu	19-23	19	23	1	
10	CALIGULA	http://nomisma.org/id/gaius	37-41	37	41	1	
11	GERMANICUS (Caligula)	http://nomisma.org/id/germanicus	37-41	37	41	1	
12	AGRIPPA (Caligula)	http://nomisma.org/id/agrippa	37-41	37	41	1	
13	AGRIPPINA THE ELDER (Caligula)	http://nomisma.org/id/agrippina_i	37-41	37	41	1	
14	AGRIPPINA THE YOUNGER (Caligula)	http://nomisma.org/id/agrippina_ii	37-41	37	41	1	
15	CLAUDIUS I	http://nomisma.org/id/claudius	41-54	41	54	2	
16	DRUSUS (Claudius)	http://nomisma.org/id/nero_claudius_drusus	41-54	41	54	2	
17	ANTONIA MINOR (Claudius)	http://nomisma.org/id/antonia_minor	41-54	41	54	2	
18	AGRIPPINA THE ELDER (Claudius)	http://nomisma.org/id/agrippina_i	41-54	41	54	2	
19	AGRIPPINA THE YOUNGER (Claudius)	http://nomisma.org/id/agrippina_ii	43-54	43	54	2	
20	BRITANNICUS (Claudius)	http://nomisma.org/id/britannicus	49-54	49	54	2	
21	NERO Caesar (Claudius)	http://nomisma.org/id/nero	50-54	50	54	2	
22	NERO	http://nomisma.org/id/nero	54-68	54	68	3	
23	CLODIUS MACER	http://nomisma.org/id/clodius_macer	68	68	68	3	
24	GALBA	http://nomisma.org/id/galba	68-69	68	69	3	
25	OTHO	http://nomisma.org/id/otho	69	69	69	3	
26	VITELLIUS	http://nomisma.org/id/vitellius	69	69	69	3	
27	Anonymous (Civil War)	http://nomisma.org/id/anonymous	68-69	68	69	3	
28	VESPASIAN	http://nomisma.org/id/vespasian	69-79	69	79	4	
29	TITUS Caesar (Vespasian)	http://nomisma.org/id/titus	69-79	69	79	4	
30	DOMITIAN Caesar (Vespasian)	http://nomisma.org/id/domitian	69-79	69	79	4	
31	TITUS	http://nomisma.org/id/titus	79-81	79	81	4	
32	DIVUS VESPASIAN (Titus)	http://nomisma.org/id/vespasian	79-81	79	81	4	
33	JULIA FLAVIA (Titus)	http://nomisma.org/id/julia_titi	79-81	79	81	4	
34	DOMITIAN Caesar (Titus)	http://nomisma.org/id/domitian	79-81	79	81	4	
35	DIVA DOMITILLA (Titus)	http://nomisma.org/id/domitilla_the_elder	80-81	80	81	4	
36	DOMITIAN	http://nomisma.org/id/domitian	81-96	81	96	4	
37	JULIA FLAVIA (Domitian)	http://nomisma.org/id/julia_titi	81-96	81	96	4	
38	DOMITIA LONGINA (Domitian)	http://nomisma.org/id/domitia	82-96	82	96	4	
39	NERVA	http://nomisma.org/id/nerva	96-98	96	98	5	
40	TRAJAN	http://nomisma.org/id/trajan	98-117	98	117	5	

The dropdown list of emperors and issuers includes 238 options that can be selected for the EMPEROR / ISSUER Primary field on the *Roman Coin Recording Template*. These include just about every emperor, empress, prince and usurper in whose names coins were struck.

The *Numismatic Identifiers* are canonical URIs (Uniform resource Identifiers) developed by Nomisma.org to provide stable digital representations of numismatic concepts according to the principles of Linked Open Data.

The dropdown list also contains entries that are useful in instances when it is not possible to identify an emperor or issuer from the portrait or legend on the obverse of a coin, for example 'Uncertain (Flavian)', 'House of Constantine', or 'Uncertain (late 3rd/4th century)'.

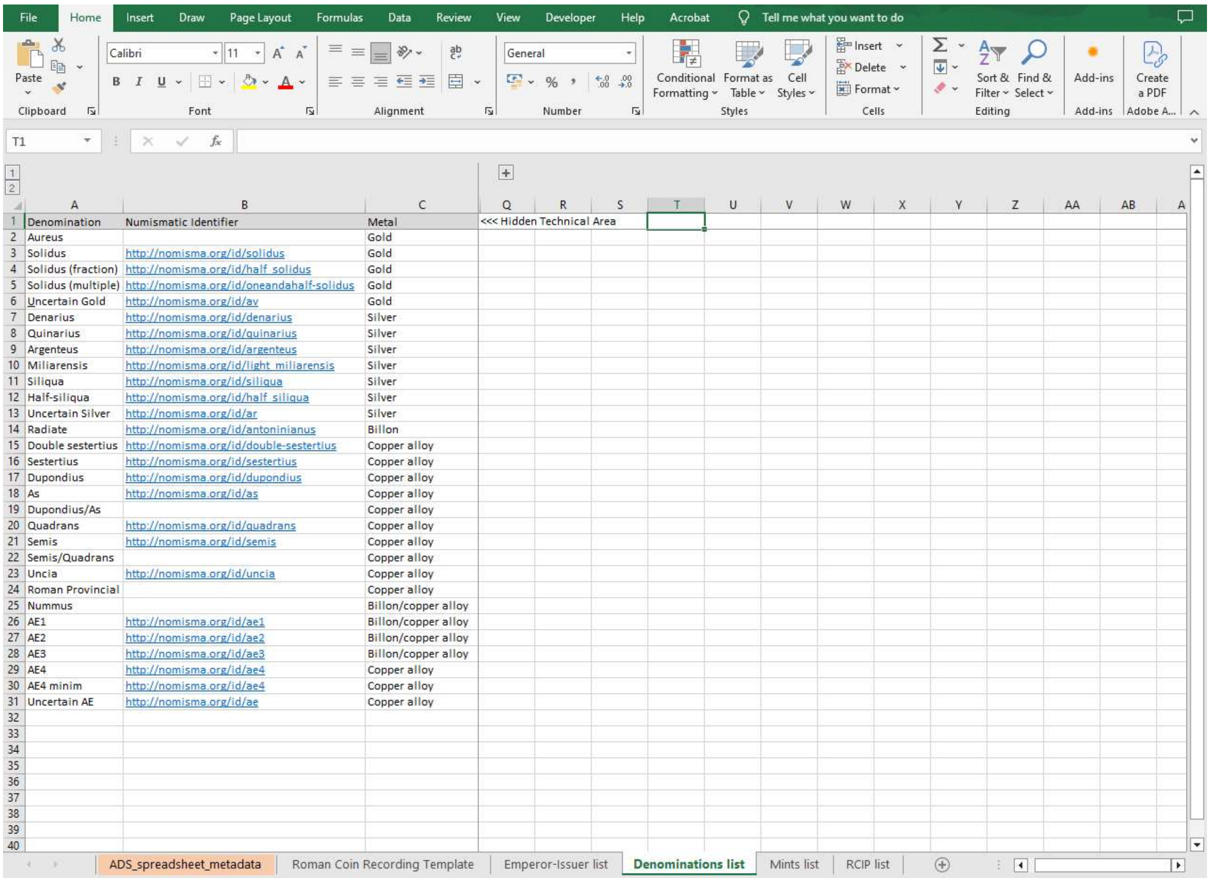
Selecting an emperor or issuer in the EMPEROR / ISSUER field will automatically populate the DATE, DATE FROM, DATE TO and IP primary fields. These can be changed manually as necessary, for example if a coin can be dated more closely to a year, or years, in an emperor's reign.

The 4th century saw a number of currency reforms (in 317, 330, 348, 364, 378 and 388), and coins from this period should be dated by their reverse types (where known), rather than according to the imperial dates of the ruler on their obverses. For instance, an AE3 bronze coin issued in the name of Constantine I with the GLORIA EXERCITVS – 2 standards reverse type, should be dated to 330-335 when this reverse was in production, rather than the years 307-337 when Constantine I was Augustus. The DATE, DATE FROM, DATE TO and IP primary fields will need to be completed manually for most 4th century coins.

Selection of common 4th century reverse types: GLORIA EXERCITVS – 2 standards (330-335) / FEL TEMP REPARATIO – Falling Horseman (348-361) / SECVRITAS REIPVBLICAE (364-378).
© Peter Guest

Denominations tbl

Fourth sheet in the *Roman Coin Recording Template* Excel workbook.



	A	B	C
1	Denomination	Numismatic Identifier	Metal
2	Aureus		Gold
3	Solidus	http://nomisma.org/id/solidus	Gold
4	Solidus (fraction)	http://nomisma.org/id/half_solidus	Gold
5	Solidus (multiple)	http://nomisma.org/id/oneandahalf-solidus	Gold
6	Uncertain Gold	http://nomisma.org/id/av	Gold
7	Denarius	http://nomisma.org/id/denarius	Silver
8	Quinarius	http://nomisma.org/id/quinarius	Silver
9	Argenteus	http://nomisma.org/id/argenteus	Silver
10	Miliarensis	http://nomisma.org/id/light_miliarensis	Silver
11	Siliqua	http://nomisma.org/id/siliqua	Silver
12	Half-siliqua	http://nomisma.org/id/half_siliqua	Silver
13	Uncertain Silver	http://nomisma.org/id/ar	Silver
14	Radiate	http://nomisma.org/id/antoninianus	Billon
15	Double sestertius	http://nomisma.org/id/double-sestertius	Copper alloy
16	Sestertius	http://nomisma.org/id/sestertius	Copper alloy
17	Dupondius	http://nomisma.org/id/dupondius	Copper alloy
18	As	http://nomisma.org/id/as	Copper alloy
19	Dupondius/As		Copper alloy
20	Quadrans	http://nomisma.org/id/quadrans	Copper alloy
21	Semis	http://nomisma.org/id/semis	Copper alloy
22	Semis/Quadrans		Copper alloy
23	Uncia	http://nomisma.org/id/uncia	Copper alloy
24	Roman Provincial		Copper alloy
25	Nummus		Billon/copper alloy
26	AE1	http://nomisma.org/id/ae1	Billon/copper alloy
27	AE2	http://nomisma.org/id/ae2	Billon/copper alloy
28	AE3	http://nomisma.org/id/ae3	Billon/copper alloy
29	AE4	http://nomisma.org/id/ae4	Copper alloy
30	AE4 minim	http://nomisma.org/id/ae4	Copper alloy
31	Uncertain AE	http://nomisma.org/id/ae	Copper alloy

Thirty denominations issued by the Roman imperial mints can be selected from the dropdown list.

The names of the denominations in the Augustan currency system are known and include the **aureus**, **denarius**, **sestertius**, **dupondius** and **as** (fractions of the *as* are rare in Britain, but are included in the Denominations list).

Bronze denominations, 1st century: Sestertius of Nero / Dupondius of Vespasian / As of Domitian. © Peter Guest

In 215, the emperor Caracalla introduced a new silver coin that seems to have been valued at 2 denarii. This can be referred to as the 'antoninianus', but there is no evidence that it was called by this name and **radiate** is used here instead (from the sun's rays on the crown worn by the obverse portrait). The radiate replaced the denarius from the 240s, but quickly became debased and was issued in very large quantities for most of the rest of the 3rd century. Radiates and their irregular copies are very common finds from Romano-British settlements.

Radiates of the 3rd century: Caracalla (215-222) / Postumus (260-269) / Radiate copy, probably of Tetricus I (270+). © Peter Guest

Diocletian's monetary reforms around 294 replaced the previous coinage with a new currency system, including a new silver denomination (**argenteus**), as well as a new suite of low value copper-alloy denominations. Later reforms during the 4th century saw the introduction of new gold and silver denominations (**solidus**, **miliarensis** and **siliqua**), as well numerous reforms of the bronze coinage.

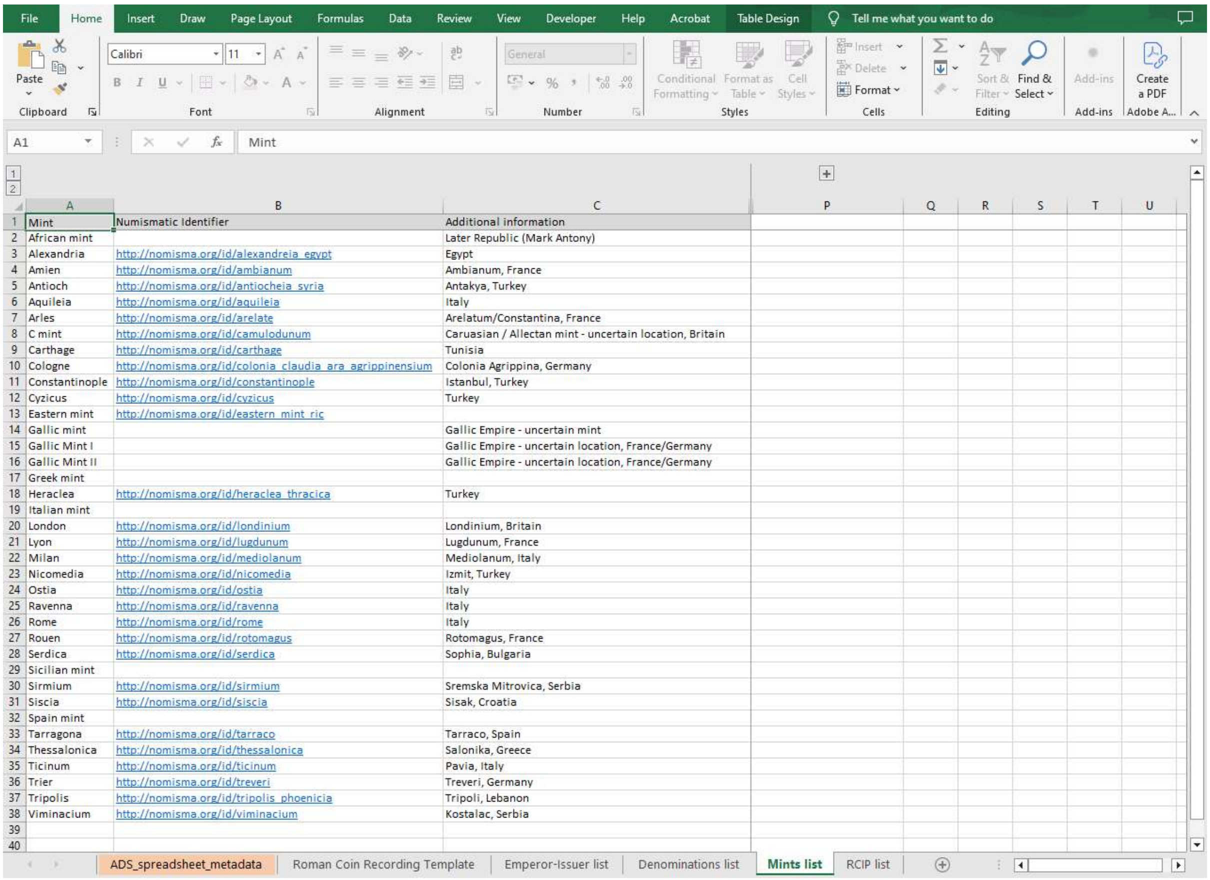
We do not know the names of the 4th century small-change coinage, but in older catalogues and reference works those from the Tetrarchy (294-317) were commonly (but erroneously) referred to as **folles** (sing. **follis**). As a consequence of this uncertainty regarding their original appellations, 4th-century bronze coins tend to be referred to with the generic term **nummi** (sing. **nummus**, which can be selected from the dropdown list). It is useful, however, to indicate the varying sizes of the common bronze coins from the 4th century and **AE1**, **AE2**, **AE3**, **AE4** and **AE4 minim** can be selected instead (also for earlier bronzes whose denominations cannot be identified):

- **AE1** = diameter greater than 25mm
- **AE2** = 19–25mm in diameter
- **AE3** = 14–18mm in diameter
- **AE4** = 14-5mm in diameter
- **AE4 minim** = diameter less than 5mm

The *Numismatic Identifiers* are canonical URIs (Uniform resource Identifiers) developed by Nomisma.org to provide stable digital representations of numismatic concepts according to the principles of Linked Open Data.

Mints tbl

Fifth sheet in the *Roman Coin Recording Template* Excel workbook.



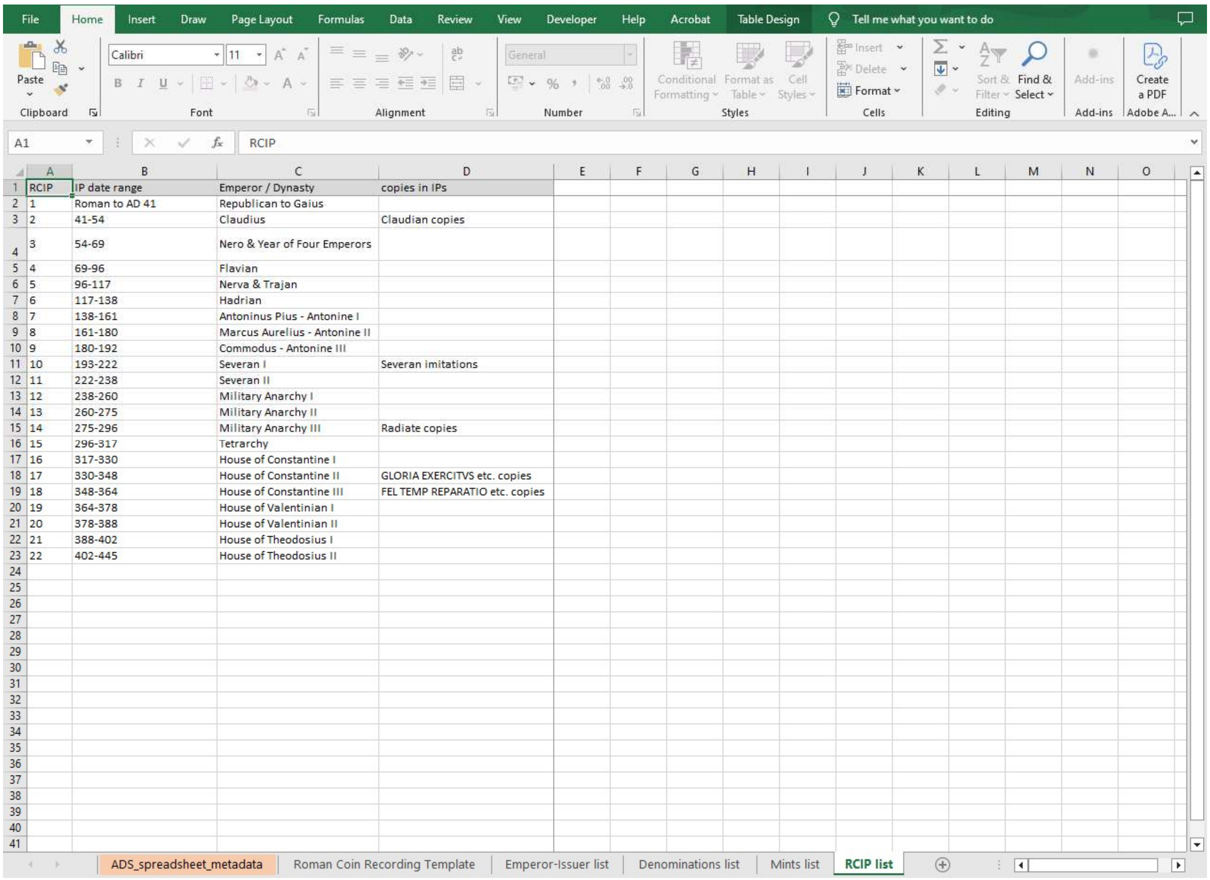
Mint	Numismatic Identifier	Additional information
African mint		Later Republic (Mark Antony)
Alexandria	http://nomisma.org/id/alexandreia_egypt	Egypt
Amien	http://nomisma.org/id/ambianum	Ambianum, France
Antioch	http://nomisma.org/id/antiocheia_syria	Antakya, Turkey
Aquileia	http://nomisma.org/id/aquileia	Italy
Arles	http://nomisma.org/id/arelate	Arelatum/Constantina, France
C mint	http://nomisma.org/id/camulodunum	Caruasian / Allectan mint - uncertain location, Britain
Carthage	http://nomisma.org/id/carthage	Tunisia
Cologne	http://nomisma.org/id/colonia_claudia_ara_agrippinensium	Colonia Agrippina, Germany
Constantinople	http://nomisma.org/id/constantinople	Istanbul, Turkey
Cyzicus	http://nomisma.org/id/cyzicus	Turkey
Eastern mint	http://nomisma.org/id/eastern_mint_ric	
Gallic mint		Gallic Empire - uncertain mint
Gallic Mint I		Gallic Empire - uncertain location, France/Germany
Gallic Mint II		Gallic Empire - uncertain location, France/Germany
Greek mint		
Heraclea	http://nomisma.org/id/heraclea_thracica	Turkey
Italian mint		
London	http://nomisma.org/id/londinium	Londinium, Britain
Lyon	http://nomisma.org/id/lugdunum	Lugdunum, France
Milan	http://nomisma.org/id/mediolanum	Mediolanum, Italy
Nicomedia	http://nomisma.org/id/nicomedia	Izmit, Turkey
Ostia	http://nomisma.org/id/ostia	Italy
Ravenna	http://nomisma.org/id/ravenna	Italy
Rome	http://nomisma.org/id/rome	Italy
Rouen	http://nomisma.org/id/rotomagus	Rotomagus, France
Serdica	http://nomisma.org/id/serdica	Sophia, Bulgaria
Sicilian mint		
Sirmium	http://nomisma.org/id/sirmium	Sremska Mitrovica, Serbia
Siscia	http://nomisma.org/id/siscia	Sisak, Croatia
Spain mint		
Tarragona	http://nomisma.org/id/tarraco	Tarraco, Spain
Thessalonica	http://nomisma.org/id/thessalonica	Salonika, Greece
Ticinum	http://nomisma.org/id/ticinum	Pavia, Italy
Trier	http://nomisma.org/id/treveri	Treveri, Germany
Tripolis	http://nomisma.org/id/tripolis_phoenicia	Tripoli, Lebanon
Viminacium	http://nomisma.org/id/viminacium	Kostalac, Serbia

37 mints where Roman coins were struck can be selected from the dropdown list.

The *Numismatic Identifiers* are canonical URIs (Uniform resource Identifiers) developed by [Nomisma.org](http://nomisma.org) to provide stable digital representations of numismatic concepts according to the principles of Linked Open Data.

Roman Coinage Issue Periods tbl

Sixth sheet in the *Roman Coin Recording Template* Excel workbook.



RCIP	IP date range	Emperor / Dynasty	copies in IPs
1	Roman to AD 41	Republican to Gaius	
2	41-54	Claudius	Claudian copies
3	54-69	Nero & Year of Four Emperors	
4	69-96	Flavian	
5	96-117	Nerva & Trajan	
6	117-138	Hadrian	
7	138-161	Antoninus Pius - Antonine I	
8	161-180	Marcus Aurelius - Antonine II	
9	180-192	Commodus - Antonine III	
10	193-222	Severan I	Severan imitations
11	222-238	Severan II	
12	238-260	Military Anarchy I	
13	260-275	Military Anarchy II	
14	275-296	Military Anarchy III	Radiate copies
15	296-317	Tetrarchy	
16	317-330	House of Constantine I	
17	330-348	House of Constantine II	GLORIA EXERCITVS etc. copies
18	348-364	House of Constantine III	FEL TEMP REPARATIO etc. copies
19	364-378	House of Valentinian I	
20	378-388	House of Valentinian II	
21	388-402	House of Theodosius I	
22	402-445	House of Theodosius II	

The **Roman Coinage Issue Periods** sequence (**RCIP**, or just **Issue Periods**) is provided to facilitate the standardised quantification of Roman coins. This subdivides the history of Roman coinage in Britain into 22 ‘periods’ of similar lengths (first adapted in its current form in the early 1970s), and the sequence has become the most common method of summarising a Roman coin assemblage.

Allocating coins to the RCIP sequence depends on the ability to identify their dates of production (ie, striking at the mints). The RCIP sequence provided for this Toolkit indicates how contemporary imitations (ie, copies and forgeries) should be allocated. In most cases, these coins are assigned to the same IPs as their prototypes (eg, Claudian copies and 4th century copies), though radiate copies should be assigned to IP14 (275-296), rather than IP13 (260-275).

For most assemblages there will be some coins whose production cannot be closely dated (eg, ‘Uncertain (late 3rd/4th century)’), while for others there might be some ambiguity about when they were struck. Although such coins cannot be included in a site’s RCIP sequence, they should be recorded elsewhere in a coin report (eg, summary table of **site-finds**).

Glossary for the Roman Coin Recording Template

The *Roman Coin Recording Template* has been created to facilitate the standardised recording of Roman coin identifications.

The Template is divided into 15 Primary fields and a further 6 Secondary fields:

- Primary fields indicate information that is considered essential for most coin lists and reports (although it might not be possible, or necessary, to fill in every field).
- Secondary fields include additional data that are considered non-essential for most archaeological projects.

Primary fields

SITE CODE	Unique code for the site or fieldwork project.
COIN ID	Unique number for each coin in an assemblage. Most commonly the registration number allocated on-site to archaeological artefacts that are recorded individually (usually made of metal, glass, or worked bone and stone), including coins. Artefacts in this category are variously referred to as **Registered Finds** (RF), **Registered Artefacts** (RA) and **Small Finds** (SF). RFs often require special treatment, including conservation and/or individual protective packaging, or are subject to decay or disintegration and thus require specific storage environments (eg, low humidity for metalwork).
CONTEXT	Number denoting the context from which the coin was recovered. Context numbers are allocated on-site to excavated deposits or archaeological features (eg, layers and fills of negative features such as ditches and pits).

DATE	Broad date of the coin's production, defined in the template and available in a dropdown list. Can be a:
	• specific year. For example:
	    ○ **81** for a coin of Domitian struck during the emperor's 7th consulship
	• emperor's reign:
	    ○ **81-96** for a coin of Domitian that cannot be more closely dated
	• dynastic date:
	    ○ **69-96** for a coin struck for a Flavian emperor (Vespasian, Titus or Domitian), or **364-392** for a coin issued by the House of Valentinian (Valentinian I, Gratian or Valentinian II).

	• Issue Period for 4th-century reverse types:
	  o **364-378** for a coin of the SECVRITAS REIPVLICAE type
	• general date:
	  o **27 BC-193** for a 1st or 2nd century coin that cannot be identified to an emperor or dynasty; or **260-402** for bronzes that could be radiates or post-Diocletianic 'nummi'.

DATE FROM	The earliest date the coin could have been struck, defined in the template and available in a dropdown list. For example: • **81** for a coin of Domitian struck during the emperor's 7th consulship • **81** for a coin of Domitian that cannot be more closely identified • **69** for a coin struck for a Flavian emperor • **364** for a coin of the reverse type SECVRITAS REIPVLICAE • **260** for a bronze coin that could be a later 3rd century radiate or post-Diocletianic 'nummus' Dates BC are indicated with a minus sign (-) before the date (eg, **-32** for a legionary denarius for Mark Antony).
DATE TO	The latest date the coin could have been struck, defined in the template and available in a dropdown list. For example: • **81** for a coin of Domitian struck during the emperor's 7th consulship (ie, same as the 'date from' entry) • **96** for a coin of Domitian that cannot be more closely identified • **96** for a coin struck for a Flavian emperor • **378** for a coin with the reverse type SECVRITAS REIPVLICAE that cannot be more closely identified • **402** for a bronze coin that could be a later 3rd century radiate or post-Diocletianic 'nummus' Dates BC are indicated with a minus sign (-) before the date (eg, **-31** for a legionary denarius for Mark Antony).
RCIP	**Roman Coinage Issue Periods** (abbreviated to **Issue Periods** - **IP**). Defined in the template and available in a dropdown list. Standard sequence of 22 Issue Periods representing the production of Roman coins from Augustus to the beginning of the 5th century. (Also known as 'Reece Periods', 'Reece Coin Periods', 'Coin Periods', 'Numismatic Issue Periods', or just 'Periods').

DENOMINATION	Denomination of the coin when known (eg, **Sestertius**, **Radiate**, or **Siliqua**). Available from a dropdown list. Alternatives that can be used when the denomination cannot be determined include: • **Uncertain Gold** – gold coins of uncertain denomination • **Uncertain Silver** – silver coins of uncertain denomination • **Dupondius/As** – for 1st and 2nd century large bronzes that could be *dupondii* or *ase*s • **AE1** – bronze coin of any period with a diameter greater than 25mm • **AE2** - bronze coin of any period with a 19-25mm diameter • **AE3** - bronze coin of any period with a 14-18mm diameter • **AE4** - bronze coin of any period with a 5-14mm diameter • **AE4 minim** - bronze coin of any period with a diameter less than 5mm
COPY?	**copy** if the coin is identified as an imitation (copy or forgery), otherwise blank.
EMPEROR / ISSUER	Authority responsible for issuing the coin. Available from a dropdown list. Can be: • an Emperor, such as **ANTONINUS PIUS** • an Empress, such as **FAUSTINA I** • a Prince, such as **MARCUS AURELIUS Caesar (Antoninus Pius)** • a Dynasty, such as **Uncertain (Antonine)**. In instances where the individual ruler cannot be identified from the legend or obverse bust, or the reverse type, entries can include options such as: • **Uncertain (Flavian)** • **Uncertain (1st/2nd century)** • **Uncertain (Radiate)** • **Uncertain (late 3rd/4th century)**
REVERSE	Reverse type of the coin. Usually referred to using standardised numismatic types or reverse legends, such as: • **Minerva type** • **SALVS AVG** • **FEL TEMP REPARATIO - falling horseman** Also can be non-standard entries for very worn or corroded coins (for example, 'Female figure standing facing with left arm raised'), or 'Uncertain' or 'Illegible'.
MINT MARK	Details of any mint mark. Follows British Museum method of recording mint marks, which is explained in the series 'Coin Hoards from Roman Britain':

	• 'The following convention is used to denote the marks used on the reverses: - -//-, where the first - refers to the left field, the second to the right field and the third, after the //, to the exergue. Marks in the centre field are indicated as follows: A//XXI, and where marks in the field are on more than one level they are shown as follows: R - /A F//BSISC.'
MINT	Mint where coin was struck (if known). Available from a dropdown list.
REFERENCE	Reference to a standard numismatic catalogue, where identification is possible.
REMARKS	Used to indicate unusual treatment or condition of the coin, such as if pierced, cut, clipped or countermarked.

Secondary fields

OBVERSE LEGEND	Obverse legend of the coin (preferably as catalogued if identifiable): ANTONINVS AVG PIVS PP TRP COS III, rather than ANTONINVS AVG PIV-S PP TRP COS III, or ANTONINVS AVG PIVS PP [TRP COS III]
REVERSE LEGEND	Reverse legend of the coin (preferably as catalogued if fully identifiable): SECVRITAS REIPVBLICAE, rather than SECVRITAS REI-PVBLICAE, or SECVRI[TAS REIPVBLICAE]
DIAMETER (mm)	Maximum diameter of the coin (recorded in millimetres). The project's archaeological numismatist will decide which coins, if any, need to be be measured. Likely to include coins where it has been shown that their diameters reveal information about them (eg, Claudian copies and siliquae).
WEIGHT (g)	Weight of the coin (recorded in grammes). The project's archaeological numismatist will decide which coins, if any, should be weighed. Likely to include coins where it has been shown that their weights reveal information about them (eg, Claudian copies and siliquae).
WEAR	Records the level of wear of the coin. Various schemes are available. It is misleading to attempt to record the wear of corroded coins.

DIE-AXIS	Alignment of the obverse and reverse dies.

Analysis of Roman coins

The standardised recording and quantification of Roman coins are necessary if the analysis and study of Roman coinage is to be consistent, reliable and informative.

How analysis takes place will depend on a combination of variables, for example the type of archaeological project, size and condition of the coin assemblage, and the nature of the excavated settlement, etc. Innovative analytical methods have led to significant advances in the understanding of Roman coins in the past, and invention and experimentation should be encouraged. It is also important, however, that analysis is focused on producing evidence-based results that lead to meaningful insights about coins as archaeological artefacts.

The conventional analytical methods applied to Roman coins were developed from the 1970s. All Roman coins are identified primarily as numismatic objects and their dating is almost always determined by when they were made at the mint. This allows their arrangement into a chronological sequence, tabulated or represented graphically, from which it can be seen which Issue Periods generate more, or fewer, coins. The significance of such variations in these coin 'profiles' can be identified when they are compared to the broader background of coin recovery, which in the case of Romano-British **site-finds** is known as the 'British Mean' (this approach was developed by the mid-1990s and is a chronological sequence of averages derived from coins from 140 archaeological sites). New 'Mean' sequences have appeared more recently that are average values of alternative coin corpora, such as the 'PAS Mean', the 'Walton Mean', or county 'Means' (eg, 'Suffolk Mean').

Big Data are not necessarily good data, however, and studies of Roman coins perhaps have tended to concentrate on process, rather than what analysis is intended to achieve. In theory, Roman **site-finds** have much to contribute to the understanding of their functions as monetary, as well as cultural and social, objects, but the currently prevailing methods of analysis cannot explore these important aspects of their biographies. The analysis of Roman coins exclusively by their dates of production is also problematic.

Dots filling maps, or graphs comparing when coins were struck with a variety of other data aggregations, are tried and tested methods, but there is much to be learned from analysis that examines Roman coins as archaeological artefacts, with cultural and social value in addition to their use as money. Greater focus on the archaeological origins of Roman coins, how they were deposited and with which other artefacts, would lead to a better appreciation of when Roman coins were deposited and under what circumstances, thereby improving understanding of the activities and actors involved in their loss, disposal or deliberate deposition.

Good data can be used to explore research themes concerned with Roman coins as monetary objects (ie, when they were struck and their use as circulating currency), as well as how they had been used when they became archaeological artefacts. Accidental loss is one explanation, but there are others too that might better fit the archaeological evidence, requiring an understanding of site formation processes to generate integrated analysis of Roman coins. Exploratory inter-site comparison of Roman coins, whether from individual or multiple sites, or larger collections and corpora, also can deliver important new insights about circulation and use, although it is of course necessary to establish that the method is based on consistently reliable, and widely accessible, data, and also that the results are meaningful.

Archives

The archive for an assemblage of excavated Roman **site-finds** consists of the coins themselves, in appropriate storage, as well as the completed *Roman Coin Recording Template* and a coin report. The coins should join the other finds at the receiving institution, accompanied by a digital copy of the *Roman Coin Recording Template* (specific plans for deposition with the recipient museum or archive should have been discussed and agreed at the beginning of a project).

The digital archive also should be uploaded as a separate file to OASIS as part of the excavation or site record. OASIS V shares information with regional Historic Environment Records (HERs) and respective national heritage organisations and, after review, this is also made available for public release in the Archaeology Data Service (ADS) Library.

> *Note: the ADS does not recognise .xlsm files among the preferred or accepted file formats for archiving, and the file should be saved as an .xlsx, .xls, or .csv file before it is submitted to the project archive. This is best done using the blue button on the Template's coversheet (ADS_spreadsheet_metadata), which includes the file-level metadata required by the Archaeology Data Service (ADS) to archive and disseminate data.*

Downloads

The *Roman Coin Recording Template* and associated lists developed for the *Toolkit for Finds Reporting: Roman Coinage* are available for download here:

- *Roman Coin Recording Template* (.XLSM, 313KB), containing the following sheets:
    - ADS_spreadsheet_metadata
    - Roman Coin Recording Template
    - Emperor-Issuer tbl (dropdown list)
    - Denominations tbl (dropdown)
    - Mints tbl (dropdown)
    - RCIP (Roman Coinage Issue Periods) tbl

  Note: if you encounter security warnings when trying to download or save the Roman Coin Recording Template, please view the Toolkit's help document:

- Roman Coin Recording Template download help (PDF)
- Roman Coinage Toolkit British Mean values (.XLSX, 11KB)

Useful contacts and resources

CIfA Finds Group

The Finds Group is the special interest group within CIfA providing advice on the collection, documentation, conservation and research of archaeological materials. The Finds Group initiated the development of Toolkits.

Website: www.archaeologists.net/groups/finds

Portable Antiquities Scheme (PAS)

National scheme to encourage the recording of finds found by members of the public in England and Wales. Website hosts the PAS database as well as numerous recording guides and contact details for regional PAS Finds Liaison Officers. Archaeologists have a duty to report any items recovered that fall under the Treasure Act to the relevant PAS officer.

Website: https://finds.org.uk

Treasure Trove Scotland

The Treasure Trove Unit (TTU) is responsible for the daily running of the Treasure Trove system in Scotland, and is the first port of call for new discoveries and finders. It carries out investigations and object assessments, and, where appropriate, investigates findspots.

Website: https://treasuretrovescotland.co.uk/

Roman Finds Group

The Roman Finds Group (RFG) provides a forum for all those with an interest in Roman artefacts.

Website: www.romanfindsgroup.org.uk

Money & Medals Network

The Money & Medals Network (MMN) acts as an information exchange for museum curators within the UK whose collections include coins, medals and other objects relating to monetary and economic history and numismatics. Also provides information on best practice, new research and news items relating to the understanding, care and public access of those collections.

Website: www.moneyandmedals.org.uk/

Online Coins of the Roman Empire

Online Coins of the Roman Empire (OCRE) is designed to help in the identification, cataloguing, and research of the rich and varied coinage of the Roman Empire. The project records every published type of Roman Imperial Coinage from Augustus in 31 BC, until the death of Zeno in AD 491. Contains a digital corpus, with downloadable catalogue entries, incorporating over 43,000 types of coins.

Website: http://numismatics.org/ocre/

OASIS

OASIS V is an online reporting form enabling archaeological and heritage practitioners in the UK to provide information about their investigations to regional Historic Environment Records (HERs) and respective national heritage organisations. As well as being an information-gathering tool, researchers may share reports with HERs for public release in the Archaeology Data Service (ADS) Library. The ADS, in addition to making the reports available online for access to the wider public, undertakes the curation and archiving of the digital files, ensuring long-term preservation.

Website: https://oasis.ac.uk/

FAIR Principles

In 2016, the 'FAIR Guiding Principles for scientific data management and stewardship' were published in *Scientific Data*. The authors intended to provide guidelines to improve the **F**indability, **A**ccessibility, **I**nteroperability, and **R**euse of digital assets. The principles emphasise machine-actionability (ie, the capacity of computational systems to find, access, interoperate, and reuse data with none or minimal human intervention) because humans increasingly rely on computational support to deal with data as a result of the increase in volume, complexity, and creation speed of data.

Website: www.go-fair.org/fair-principles/

Other online numismatic resources

- Iron Age & Roman Coins from Wales: one of the few easily-accessible publicly available online database of Romano-British site-finds (containing coin lists from almost 200 excavations in Wales)
- Portable Antiquities Scheme Finds Recording Guides: How to Record a Coin
- The Rural Settlement of Roman Britain: online resource that includes records of almost 90,000 coins from excavated rural settlements (published and unpublished). Individual coins are not recorded and instead coin assemblages are summarised by Issue Periods.
- Forvm Ancient Coins: Numiswiki
- Nomisma.org: collaborative project to provide stable digital representations of numismatic concepts according to the principles of Linked Open Data.

Introductory video guide

See below for the Introductory Video Guide to the *Toolkit for Finds Reporting: Roman Coinage*. This provides a walkthrough of the Toolkit and its resources, and explains how to download, use and save the *Roman Coin Recording Template*.

Coming soon!

Frequently Asked Questions

Is the *Toolkit for Finds Reporting: Roman Coinage* a training guide for identifying Roman coins?

- No. The *Toolkit for Finds Reporting: Roman Coinage* is a guide to the reliable and consistent reporting of archaeologically-recovered Roman coins.
- The identification and reporting of Roman coins are specialist tasks that should be undertaken, or overseen, by an experienced **archaeological numismatist** (see Introduction).
- The Template is a technical document that needs to be completed, saved and archived with care.

Why can't I download the *Roman Coin Recording Template*?

- The *Roman Coin Identification Template* and its linked resources are provided as a Microsoft Excel workbook in the Downloads section of this Toolkit. The Template is a macro-enabled spreadsheet, where the macros relate to the 3 dropdown lists and improve the Template's functionality. The Template is saved as a .xlsm file, which is safe to download and save.
- When downloading and opening the Template file from the Downloads section of this Toolkit, some users might see a security warnings from Microsoft. These warnings are caused by the enhanced security protection related to macros included in recent updated versions of Microsoft Excel, which by default blocks macros in documents received from the internet, sent by email, or downloaded from portable external storage devices. These updates are meant to protect unsuspecting Excel users from downloading files containing malware, but they also have the unintended consequence of making using any downloaded macro-enabled files more awkward that was the case previously.
    - If you do see one of these warnings, please be assured that the Template's macros do NOT contain any malicious code and that CIfA's website IS trustworthy.
- The *Roman Coin Identification Template* and its linked resources will not function without enabled macros. The macros must be enabled in order to use the Template properly.
- Guidance on how to safely avoid the Template file being blocked by Microsoft's security is available in the Toolkit's help document (see Downloads).

What information should I enter on the *Roman Coin Recording Template*?

- The *Roman Coin Recording Template* is divided into 15 Primary fields and a further 6 Secondary fields.
- The Glossary contains explanations of the *Roman Coin Recording Template's* Primary and Secondary fields.
- Primary fields indicate information that is considered essential for most coin lists and reports (although it might not be possible, or necessary, to fill in every field).
    - 7 of the Template's 15 Primary Fields are populated from 3 dropdown lists (DENOMINATION; EMPEROR / ISSUER; MINT), 4 of which are linked to the EMPEROR / ISSUER dropdown list (ie, DATE; DATE FROM; DATE TO; IP).
- Secondary fields include additional data that are considered non-essential for most archaeological projects.
    - The archaeological numismatist, in consultation with the project team, will be responsible for determining which of the Secondary fields are completed for some, or all coins (likely to depend on the contribution recording these data will make to the project's aims and objectives).
- It might be useful to temporarily append extra columns for the recording of additional information that is likely to be generated during the assessment and analysis of a Roman

coin assemblage (for example, conservation / cleaning requirements, or stratigraphic information). If so, any extra columns should be appended after all Primary and Secondary fields on the Template (ie, column V onwards), not between the existing Primary and Secondary fields (ie, columns A to U), as to do so will affect the Template's dropdown lists and disrupt its functionality.

How do I add new rows on the *Roman Coin Recording Template* for additional coins?

- A new row is added to the bottom of the *Roman Coin Recording Template* (ie, in the spreadsheet above the instruction beginning 'Add coin data above this row'), each time an entry is completed.
- The Template is configured so that the SITE CODE column must be filled before other information can be entered on to the spreadsheet. Failure to fill in the SITE CODE will produce a dialog box with the reminder 'Please set a SITE CODE before progressing'.
- The SITE CODE, COIN ID and CONTEXT columns also can be populated by copying and pasting this information from another spreadsheet.

Why can't I enter data on the *Roman Coin Recording Template*?

- Please see the 'How to Use the Roman Coin Recording Template' section before using the Template.
- The *Roman Coin Recording Template* is provided as an .xlsm file – a macro-enabled spreadsheet created by Microsoft Excel. The embedded macros relate to the 3 dropdown lists (DENOMINATION; EMPEROR / ISSUER; MINT) and improve the Template's functionality. The Template is saved as a .xlsm file, which is safe to download and save on other computers.
    - The dropdown lists will only function if the Template being worked on is saved as an .xlsm file.
    - Changing the Template to another file type – including .xlsx, .xls, or .csv formats – will disable the dropdown lists. Saving the Template as a .xlsx, .xls, or .csv file should only be done after all the coins have been recorded.
- Users can only enter data on the *Roman Coin Recording Template* (second sheet in the *Roman Coin Recording Template* Excel workbook) and on Row 3 of the *ADS_spreadsheet_metadata* coversheet.
    - The *Roman Coin Recording Template* is for the recording of Roman coin identifications.
    - The *ADS_spreadsheet_metadata* coversheet contains the file-level metadata required by the Archaeology Data Service to archive and disseminate data (following the Microsoft Excel template and examples provided on the ADS Guidelines for Depositors webpages). The metadata part of the coversheet is pre-populated and the user just needs to complete Row 3, which contains the information related to the newly created file.
- 7 of the Template's 15 Primary Fields are populated from 3 dropdown lists (DENOMINATION; EMPEROR / ISSUER; MINT), 4 of which are linked to the EMPEROR / ISSUER dropdown list (ie, DATE; DATE FROM; DATE TO; IP).
    - Entries for the DENOMINATION, EMPEROR / ISSUER and MINT columns can only be made by selecting from the dropdown lists (the DATE, DATE FROM, DATE TO and IP columns can be amended manually).
- The remaining Primary and Secondary fields in the Template are completed manually - those such as COIN ID and CONTEXT will be mainly numeric values, while others such as REVERSE will consist of text entries.

- Some users report that the *Roman Coin Recording Template* loses functionality when used on a second screen. In this case, the dropdown lists and other features should work when the Template is moved to the main work screen.

Why are the *Roman Coin Recording Template's* dropdown lists not working?

- The *Roman Coin Recording Template* is provided as an .xlsm file – a macro-enabled spreadsheet created by Microsoft Excel. The embedded macros relate to the 3 dropdown lists (DENOMINATION; EMPEROR / ISSUER; MINT) and improve the Template's functionality. The Template is saved as a .xlsm file, which is safe to download and save on other computers.
    - The dropdown lists will only function if the Template being worked on is saved as an .xlsm file.
    - Changing the Template to another file type – including .xlsx, .xls, or .csv formats – will disable the dropdown lists. Saving the Template as a .xlsx, .xls, or .csv file should only be done after all the coins have been recorded.
- To enable macros and use the Template, make sure the downloaded Template file is moved from the computer's Downloads folder to another folder on the internal drive, network share, or cloud share drive. You might want to change the file's name at this stage too (it must remain a .xlsm file).
- Some users report that the *Roman Coin Recording Template* loses functionality when used on a second screen. In this case, the dropdown lists and other features should work when the Template is moved to the main work screen.

How do I save the *Roman Coin Recording Template*?

- The *Roman Coin Recording Template* can be saved as an .xlsm file by using the standard 'Save' functions in Microsoft Excel.
    - The macro-enabled dropdown lists will continue to function.
- The *Roman Coin Recording Template* can be saved as an .xlsx file by using the blue button on the Template's coversheet (ADS_spreadsheet_metadata), which includes the file-level metadata required by the Archaeology Data Service (ADS) to archive and disseminate data
    - Note**:** the ADS does not recognise .xlsm files among the preferred or accepted file formats for archiving, and the file should be saved as an .xlsx, .xls, or .csv file before it is submitted to the project archive.
- The Template can be saved as other file types (eg, .csv or .pdf) using the 'Save As' functions in Microsoft Excel and selecting the required file type.

Credits

The *Toolkit for Finds Reporting: Roman Coinage* was designed and written by Peter Guest (Vianova Archaeology & Heritage Services).

The Toolkit was proposed and developed by CIfA's Finds Group and funded by Historic England (projects *8463 Developing a Toolkit for Specialist Reporting: Roman Coinage* and *8463 Upgrading CIFA's Toolkit for Specialist Reporting: Roman Coinage*). Jen Parker-Wooding (CIfA Senior Professional Standards and Practice Coordinator) managed the project for CIfA.