

# Advisory checklist

The advisory checklist specifies the criteria against the three types of specialist report:

- **Type 1: Description** – for relatively insignificant assemblages
- **Type 2: Appraisal** – where there is the potential for further work
- **Type 3: Full analysis** – following detailed analysis of significant assemblages

| <b>OVERALL PROJECT REPORT</b>  | <b>1</b> | <b>2</b> | <b>3</b> |
|--|----------|----------|----------|
| X = include this; O = include this if possible or appropriate  |          |          |          |
| Quantification of overall site assemblage by category, eg coins, pottery, iron, animal bone, charcoal (as minimum tabulated by weight for bulk finds/enviro, item count for registered finds)            | X        | X        | X        |
| Description of recovery strategy, eg hand collection, bulk sample derived, metal detector  | X        | X        | X        |
| Description of excavation sampling strategy  | X        | X        | X        |
| Description of selection strategy  | X        | X        | X        |
| Location of final archive (digital and physical) including repository accession number   | X        | X        | X        |
| Interpretation of the overall material assemblage, incorporating discussion of the local and wider context and the evidence from the site as a whole   | X        | X        | X        |
| <b>SPECIALIST REPORT (material or object categories, eg animal bone, coins)</b>  |          |          |          |
| <b>Document information</b>  |          |          |          |
| Title of report incorporating subject and project name   | X        | X        | X        |
| Name of author (including qualifications)  | X        | X        | X        |
| Date of data collection/recording  | X        | X        | X        |
| Date of analysis/report completion   | X        | X        | X        |
| <b>Introduction</b>  |          |          |          |
| Summary of the nature of the assemblage and its significance   | X        | X        | X        |
| Overall size of assemblage (eg total count and weight)   | X        | X        | X        |
| Aims of the report   | X        | X        | X        |
| Description of recovery strategy, eg hand collection, bulk sample derived, metal detector  | X        | X        | X        |
| Description of environmental sampling strategy (if relevant)   | X        | X        | X        |
| Summary of relevant context information/feature types (avoiding repetition of stratigraphic narrative)   | X        | X        | X        |
| Range of dates/periods/phases represented in the assemblage  | X        | X        | X        |
| <b>Methodology</b>   |          |          |          |
| Description of methods of study: methods of both identification and quantification   | X        | X        | X        |
| Reference methods of study to existing and appropriate standards   | X        | X        | X        |
| Identification of formal reference/research collections or type series used during recording, eg physical type series, online type series, environmental collections                                     | X        | X        | X        |
| Reference to use of source material/bibliographic resources/thesaurus during recording, eg published corpus  | X        | X        | X        |
| Concordance of codes/abbreviations and their meanings  | X        | X        | X        |
| Description of any scientific analysis carried out   | X        | X        | X        |
| Description of archive products of the recording process   | X        | X        | X        |
| Description of selection of the assemblage for archive   | X        | X        | X        |
| <b>Quantification</b>  |          |          |          |
| Quantification of assemblage category overall by an appropriate method, eg individual object count, fragment count or weight (eg number of coins; quantities of bone; quantities of pottery)             | X        | X        | X        |
| Higher-level quantification by an appropriate method (eg Estimated Vessel Equivalent (EVE), Minimum Number of Vessels (MNV), Minimum Number of Individuals (MNI), Number of Identified Specimens (NISP)) |          |          | X        |
| <b>Characterisation</b>  |          |          |          |

|  |   |   |   |
|--|---|---|---|
| Material classified to an appropriate level: eg glass/colourless glass; stone/limestone/oolitic limestone; pottery/earthenware/Malvern ware; animal bone/large mammal/sheep; charcoal/oak; slag/iron slag/smithing slag  | X | X | X |
| Objects classified at basic level, eg coin, brooch, jar, scraper, tibia  | X | X | X |
| Objects classified at detailed level, eg denarius, bow brooch, globular jar, thumbnail scraper, left tibia   | O | O | X |
| Artefacts classified by diagnostic components, eg variation of rims, brooch plates, obverse/reverse of coins   |   | O | X |
| Artefact descriptions include specific details, eg decoration, surface treatment, eg incised, glazed, burnished, stamped   |   | X | X |
| Description of condition and/or completeness, eg levels of abrasion, brokenness, wear, count of fragments, burnt   |   | X | X |
| Description of condition in relation to taphonomic processes of deposition and preservation (especially for ecofacts/environmental remains)  |   |   | X |
| Description of evidence of use/alteration, eg burning, sooting, wear patterns, butchery marks, adze marks, repair, residues and limescale  |   | X | X |
| Description of manufacture/technology, eg method of manufacture/feature of manufacture (such as thread count)  |   | X | X |
| Integration of results of scientific analysis (chemical composition; geological character)   | O | X | X |
| <b>Significance, potential and recommendations</b>   |   |   |   |
| Statement of significance and potential of material/assemblage   | X | X |   |
| Statement of contribution of material/assemblage to project research aims  | O | X | X |
| Statement of new material/assemblage-led research aims   |   | X |   |
| Recommendation for further recording and analysis  |   | X |   |
| Recommendation for illustration  | O | X |   |
| <b>Contextualisation</b>   |   |   |   |
| Discussion of assemblage in relation to contextual information   | X | X | X |
| Discussion of assemblage in relation to chronological sequence, character of site, function of features, site formation processes  |   |   | X |
| <b>Interpretation</b>  |   |   |   |
| Detailed discussion of assemblage in its own terms, eg relative proportions of different types, of different dates   | X | X | X |
| Discussion of assemblage in relation to excavated evidence   | O | X | X |
| Discussion of assemblage in relation to chronological sequence, character of site, function of features, site formation processes  |   | O | X |
| Discussion of the assemblage as evidence for the way of life as represented at the site over time  |   |   | X |
| Integrated discussion with other evidence from the site to explore aspects such as site/feature morphology, site function and socio-economic context   |   |   | X |
| Discussion of the assemblage in local, regional and wider context, in relation to other site assemblages, to explore economic and social context, eg trade, supply, distribution, consumption  |   |   | X |
| <b>Presentation</b>  |   |   |   |
| Presentation of quantified data in standardised form, eg appropriate use of graphs/tables  | X | X | X |
| Presentation of quantified data, related to context/structural sequence/phasing  |   | X | X |
| Presentation of detailed characterisation data (eg fabric/ware types) to context/structural sequence/phasing   |   |   | X |
| Presentation of descriptive information in standardised forms, eg tables   | O | X | X |
| Presentation of scientific data in accessible form, eg tables, plots, graphs   |   | X | X |
| Catalogue (as a minimum all illustrated items should be accompanied by a catalogue) including standardised description of object/item as appropriate to find type, eg context, descriptor, condition, completeness, count, weight, dimensions, stratigraphic group/feature | X |   | X |
| Illustration; through drawing, photography, x-radiographs, digital imaging   | X |   | X |
| Bibliography   | X | X | X |
| Acknowledgements   | X | X | X |