Checklist for specialist reporting

This checklist can be used to plan, commission and monitor finds reports.

Depending on the circumstances of use, individuals can indicate which criteria they need to include, expect to see in a commissioned report or confirm satisfactory inclusion in a submitted report.

This checklist can be used in a flexible manner to ensure specific project requirements are met. Those needing guidance on which criteria should be included should consult *Using the advisory checklist*, available at:

* <https://www.archaeologists.net/reporting-toolkit/guidance>

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| **OVERALL PROJECT REPORT** | **Included** | **Checked** | **Comment** |
| 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) |  |  |  |
| Description of recovery strategy, eg hand collection; bulk sample derived; metal detector |  |  |  |
| Description of excavation sampling strategy |  |  |  |
| Description of selection strategy |  |  |  |
| Location of final archive (digital and physical) including repository accession number |  |  |  |
| Interpretation of the overall material assemblage, incorporating discussion of the local and wider context and the evidence from the site as a whole |  |  |  |
|  |  |  |  |
| **SPECIALIST REPORTS(material or object categories eg animal bone; coins)** |  |  |  |
| **Document information** | **Included** | **Checked** | **Comment** |
| Title of report incorporating subject and project name |  |  |  |
| Name of author (including qualifications) |  |  |  |
| Date of data collection/recording |  |  |  |
| Date of analysis/report completion |  |  |  |
| **Introduction** | **Included** | **Checked** | **Comment** |
| Summary of the nature of the assemblage and its significance |  |  |  |
| Overall size of assemblage (eg total count and weight) |  |  |  |
| Summary of range of dates/periods/phases represented in assemblage |  |  |  |
| Aims of the report |  |  |  |
| Description of recovery strategy, eg hand collection, bulk sample derived, metal detector |  |  |  |
| Description of environmental sampling strategy (if relevant) |  |  |  |
| Summary of relevant context information/feature types (avoiding repetition of stratigraphic narrative) |  |  |  |
| Range of dates/periods/phases represented in the assemblage |  |  |  |
| **Methodology** | **Included** | **Checked** | **Comment** |
| Description of methods of study: methods of both identification and quantification |  |  |  |
| Reference methods of study to existing and appropriate standards |  |  |  |
| Identification of formal reference/research collections or type series used during recording, eg physical type series, online type series, environmental collections |  |  |  |
| Reference to use of source material/bibliographic resources/thesaurus during recording, eg published corpus |  |  |  |
| Concordance of codes/abbreviations and their meanings |  |  |  |
| Description of any scientific analysis carried out |  |  |  |
| Description of archive products of the recording process |  |  |  |
| Description of selection of the assemblage for archive |  |  |  |
| **Quantification** | **Included** | **Checked** | **Comment** |
| Quantification of assemblage category as a whole by an appropriate method, eg individual object count, fragment count or weight (eg total number of coins; overall quantities of bone; overall quantities of pottery) |  |  |  |
| 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)) |  |  |  |
| **Characterisation** | **Included** | **Checked** | **Comment** |
| 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 |  |  |  |
| Objects classified at basic level, eg coin, brooch, jar, scraper, tibia |  |  |  |
| Objects classified at detailed level, eg farthing, bow brooch, globular jar, thumbnail scraper, left tibia |  |  |  |
| Artefacts classified by diagnostic components, eg variation of rims, brooch plates, obverse/reverse of coins |  |  |  |
| Artefact descriptions include specific details, eg decoration, surface treatment, eg incised, glazed, burnished, stamped |  |  |  |
| Description of condition and/or completeness, eg levels of abrasion, brokenness, wear, count of fragments, burnt |  |  |  |
| Description of condition in relation to taphonomic processes of deposition and preservation (especially for ecofacts/environmental remains) |  |  |  |
| Description of evidence of use/alteration, eg burning, sooting, wear patterns, butchery marks, adze marks, repair, residues and limescale |  |  |  |
| Description of manufacture/technology, eg method of manufacture/feature of manufacture (thread count) |  |  |  |
| Integration of results of scientific analysis (chemical composition; geological character) |  |  |  |
| **Significance, potential and recommendations** | **Included** | **Checked** | **Comment** |
| Statement of significance and potential of material/assemblage |  |  |  |
| Statement of contribution of material/assemblage to project research aims |  |  |  |
| Statement of new material/assemblage-led research aims |  |  |  |
| Recommendation for further recording and analysis |  |  |  |
| Recommendation for illustration  |  |  |  |
| **Contextualisation**  | **Included** | **Checked** | **Comment** |
| Discussion of assemblage in relation to contextual information |  |  |  |
| Discussion of assemblage in relation to chronological sequence, character of site, function of features, site formation processes |  |  |  |
| **Interpretation**  | **Included** | **Checked** | **Comment** |
| Detailed discussion of assemblage in its own terms, eg relative proportions of different types, of different dates |  |  |  |
| Discussion of assemblage in relation to excavated evidence |  |  |  |
| Discussion of assemblage in relation to chronological sequence, character of site, function of features, site formation processes |  |  |  |
| Discussion of the assemblage as evidence for the way of life as represented at the site over time |  |  |  |
| Integrated discussion with other evidence from the site to explore aspects such as site/feature morphology, site function and socio-economic context |  |  |  |
| 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 |  |  |  |
| **Presentation** | **Included** | **Checked** | **Comment** |
| Presentation of quantified data in standardised form, eg appropriate use of graphs/tables |  |  |  |
| Presentation of quantified data related to context/structural sequence/phasing |  |  |  |
| Presentation of detailed characterisation data (eg fabric/ware types) to context/structural sequence/phasing |  |  |  |
| Presentation of descriptive information in standardised forms eg tables |  |  |  |
| Presentation of scientific data in accessible form, eg tables, plots, graphs |  |  |  |
| 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 |  |  |  |
| Illustration; through drawing, photography, x-radiographs, digital imaging |  |  |  |
| Bibliography |  |  |  |
| Acknowledgements |  |  |  |