

GUIDANCE FOR COMPLETION OF DATA COLLECTION FORM

GENERAL

- In the case of multi-period sites and/or where multiple excavations have taken place and/or where multiple types of burial have taken place, a separate form should be completed for each.
- Cells should be deliberately left blank where the required information is not available. No information is to be entered in any field unless it complies with the protocols below.
- The end date for inclusion of recently-discovered/re-excavated sites will be 31 December 2008.

SITE IDENTIFIER

This section of the form is the unique identifier of the site. Details here should remain the same, even where multiple excavations have taken place and where different types of monument or burials have occurred at the site. For example, the site may be classified as a passage tomb (itself a monument) and the site identifier will correspond with this. However, there may be later insertions (or monuments) into the original structure, such as cist or urn burials. The site details will remain the same, but individual features will require separate forms to avoid confusion. The details from all monuments on the same site will be recorded on one horizontal line in the database.

COUNTY

County Names (as determined by the Ordnance Survey of Ireland and the Ordnance Survey of Northern Ireland) and RMP/SMR abbreviations (as determined by the Department of the Environment, Heritage and Local Government [DEHLG] and the Northern Ireland Environment Agency [NIEA]) are as follows:

COUNTY	ABBREVIATION	COUNTY	ABBREVIATION
ANTRIM	ANT	LONDONDERRY	LDY
ARMAGH	ARM	LONGFORD	LF
CARLOW	CW	LOUTH	LH
CAVAN	CV	MAYO	MA
CLARE	CL	MEATH	ME
CORK	CO	MONAGHAN	MO
DONEGAL	DG	OFFALY	OF
DOWN	DOW	ROSCOMMON	RO
DUBLIN	DU	SLIGO	SL
FERMANAGH	FER	TIPPERARY NORTH	TN
GALWAY	GA	TIPPERARY SOUTH	TS
KERRY	KE	TYRONE	TYR
KILDARE	KD	WATERFORD	WA
KILKENNY	KK	WESTMEATH	WM
LAOIS	LA	WEXFORD	WX

LEITRIM	LE	WICKLOW	WI
LIMERICK	LI		

TOWNLAND

Names are as determined by the DEHLG and NIEA, as some monuments are not located in an OS townland and a pseudo townland name may have been given by these organisations in order to assist in data processing. Where a monument is located across a number of townlands, these should all be listed, with the principal townland underlined.

RMP or SMR NUMBER

In the Republic of Ireland, each monument is given a unique number, entered on the Record of Monuments and Places (RMP) and detailed information is held by the Archaeological Survey of Ireland. Records are held on a county basis, with each county having its own designated letters (see above). The correct format is, for example DG 097-017001. Similarly, in Northern Ireland, monuments are given a unique number on the Sites and Monuments Register (SMR), with details held by the Historic Monuments Unit, Northern Ireland Environment Agency. The correct format is, for example TYR 021:007. In the case of sites recently discovered, an RMP or SMR number may not yet have been allocated and the site recorded by its Licence or Ministerial Direction number (below).

GRID REFERENCE

Map references for archaeological sites are currently held in several formats. It is recognised that the Ordnance Survey of Ireland and Ordnance Survey of Northern Ireland are moving from Irish Grid to Irish Transverse Mercator referencing, but this has not yet been achieved. Accordingly, grid references in this database will be as recorded in the original documentary source and will be amended in due course.

LOCAL NAME(S), if any.

This cell is for the recording of any local name for the monument, such as *Ossian's Grave* for Lubitavish Court Tomb (ANT 019:006). The same name may be used for several other monuments. Cartographic references such as *Druid's Altar* should also be entered here.

EXCAVATION DETAILS

LICENCE/MINISTERIAL DIRECTION NUMBER

This is to be added only where an SMR number has not yet been issued. In some ROI road schemes, the Ministerial Direction number will be issued instead of a licence number. Only one reference is required here, either will do.

TYPE OF MONUMENT

This should be in accordance with the classifications determined by DEHLG and NIEA. No other classification should be used. Each type of monument or burial on the site should have its own entry.

PERIOD

The categories recorded here should be as follows:

Mesolithic

Neolithic

Bronze Age

Iron Age

If it is a multi-period site, all the details pertaining to each category (as above) will be listed as a complete entry to avoid confusion. No other categories or sub-divisions should be used.

YEAR OF EXCAVATION

Only the year is required here, not month/day etc. Where a site has been excavated over several consecutive seasons, enter only the first year. Each year to be entered fully, as, for example 1991, 2002, 2004. Not 2001-2 or 04 etc. Where a monument has been excavated on more than one occasion, this is to be considered as a separate entry.

REASON FOR EXCAVATION

Entries here should be either:

Rescue

Research

Accidental (where remains have been discovered accidentally and documented, but not scientifically excavated).

DIRECTOR/COMPANY

Director here refers to the person in charge of the excavation. This includes antiquarians, unlicensed excavators and landowners. Surname, then initials, for example Williams, B.B. Omit any titles, such as Dr, Mr, etc. If the name is unknown, enter Unknown. Organisation names should be given in full, such as Northern Ireland Environment Agency, not NIEA. Addresses are not required.

NATURE OF HUMAN REMAINS

Only the following categories should be used:

CREMATED

INHUMATION – applies to human remains that were articulated at the time of burial

DISARTICULATED – this applies to unburnt bone that has been crushed or fragmented. Also includes what may also be referred to as ‘decayed bone’.

UNDIFFERENTIATED – this applies to human remains with insufficient analysis carried out to categorise (for example OS Memoir sites)

Where multiple types are present, all should be listed as separate entries (as above).

NUMBER OF INDIVIDUALS

The number recorded here must be:

MNI (as confirmed by osteological analysis).

MULTIPLE (If analysis not been carried out, but more than one individual is suspected).

N/A (number not available).

ANALYSIS COMPLETED

This is where an analysis has been carried out by an osteologist and report prepared. It also refers to earlier analysis carried out by medical personnel, such as Dr Morton of the Anatomy Department, Queen’s University.

OSTEOLOGIST(S)

Name(s) of osteologists as above. Surname, then initials, for example, McGranaghan, C. Omit any titles, such as Dr, Mr etc.

YEAR OF ANALYSIS

Year only required here. For multiple reports, list all years as separate entries (as above).

OSTEOLOGICAL REPORT

Entries here should only be in the following form:

Published (provide full bibliographical details in **References** below)

Unpublished

This section should not be used for excavation reports, unless this is the only source of information available.

RADIOCARBON DATES OBTAINED

These are given in a variety of formats. In this database, the preferred format is as follows:

Lab Code	Sample ID	$\delta^{13}\text{C}$ (VPDB)	Radiocarbon age	Calibrated age ranges (2σ)	Relative probability
UB –xxxx	Date 1	-23.6 ‰	2424 ± 20 BP	731-691 cal. BC 660-652 cal. BC 544-406 cal. BC	0.118 0.016 0.866

UB - yyyy	Date 2	-26.2 ‰	2424 ± 20 BP	405-381 cal. BC	1.000
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(after Barratt and Reimer 2007, 11)

Note – where information is not available in the approved format, enter all available data, including lab code.

CURRENT LOCATION OF COLLECTION

Use this cell for information on the current (2009) known location of collections of human remains pertaining to the site entry. Entries should be in the following format:

Ulster Museum, National Museum of Ireland, Louth County Museum etc.

NIEA, DEHLG

EACHTRA, Northern Archaeological Consultancy, etc.

Lost

Re-buried on site

SUITABLE CANDIDATE FOR RADIOCARBON ANALYSIS

The suitability of a bone sample for radiocarbon analysis will depend on a number of factors, such as its origin in a particular monument type, the condition of the sample, a unique feature of the sample or its location, etc. Due to budget limitations, the final decision on selecting bone samples will be made by Dr Eileen Murphy or Dr Barra Ó Donnabhaín.

REFERENCE

Here, all bibliographical references are required, in full, in accordance with the following guidance:

Book

Cobbett, W. 1979. *Cottage Economy* (reprint of 1850 edition). Oxford: Oxford University Press.

Crawford, S. 1999. *Childhood in Anglo-Saxon England*. Stroud: Sutton.

Cunningham, H. 2005. *Children and Childhood in Western Society Since 1500* (second edition). London: Pearson Longman.

Duby, G. 1968. *Rural Economy and Country Life in the Medieval West* (translated from 1962 French edition by C. Postan). London: Edward Arnold.

Huskinson, J. 1996. *Roman Children's Sarcophagi: Their Decoration and its Social Significance* (Oxford Monographs on Classical Archaeology). Oxford: Clarendon Press.

Scott, E. 1999. *The Archaeology of Infancy and Infant Death* (BAR International Series 819). Oxford: Archaeopress.

Sofaer-Derevenski, J. (ed.). 2000. *Children and Material Culture*. London: Routledge.

Journal Article

Donnelly, S., Donnelly, C. and Murphy, E. 1999. The forgotten dead: the *cillíní* and disused burial grounds of Ballintoy, County Antrim. *Ulster Journal of Archaeology* 58, 109-13.

Smith P. and Kahila, G. 1992. Identification of infanticide in archaeological sites: a case study from the Late Roman-Early Byzantine periods at Ashkelon, Israel. *Journal of Archaeological Science* 19, 667-75.

Paper in Edited Volume

Jalland, P. 1999. Victorian death and its decline: 1850-1918, pp. 230-55 in Jupp, P. C. and Gitting, C. (eds.), *Death in England: An Illustrated History*. Manchester: Manchester University Press.

Thesis

Amorosi, T. 1996. *Icelandic Zooarchaeology: New Data applied to Issues of Historical Ecology*. Unpublished Ph.D. thesis, City University of New York.

Unpublished Report

Buckland, P. 1995. St George's School, Margaret Street, Walmgate, York. The insect remains (appendix), in Foster, P. and Symonds, J., *An archaeological evaluation at St George's School, Margaret Street, Walmgate, York*. Unpublished ARCUS report 208, University of Sheffield.

Hall, A. R., Kenward, H. K. and Robertson, A. 1993c. *Investigation of medieval and post-medieval plant and invertebrate remains from Area II of the excavations in The Bedern (north-east), York (YAT/Yorkshire Museum sitecode 1976-81.14 II)*. Unpublished Ancient Monuments Laboratory Report 58/93.