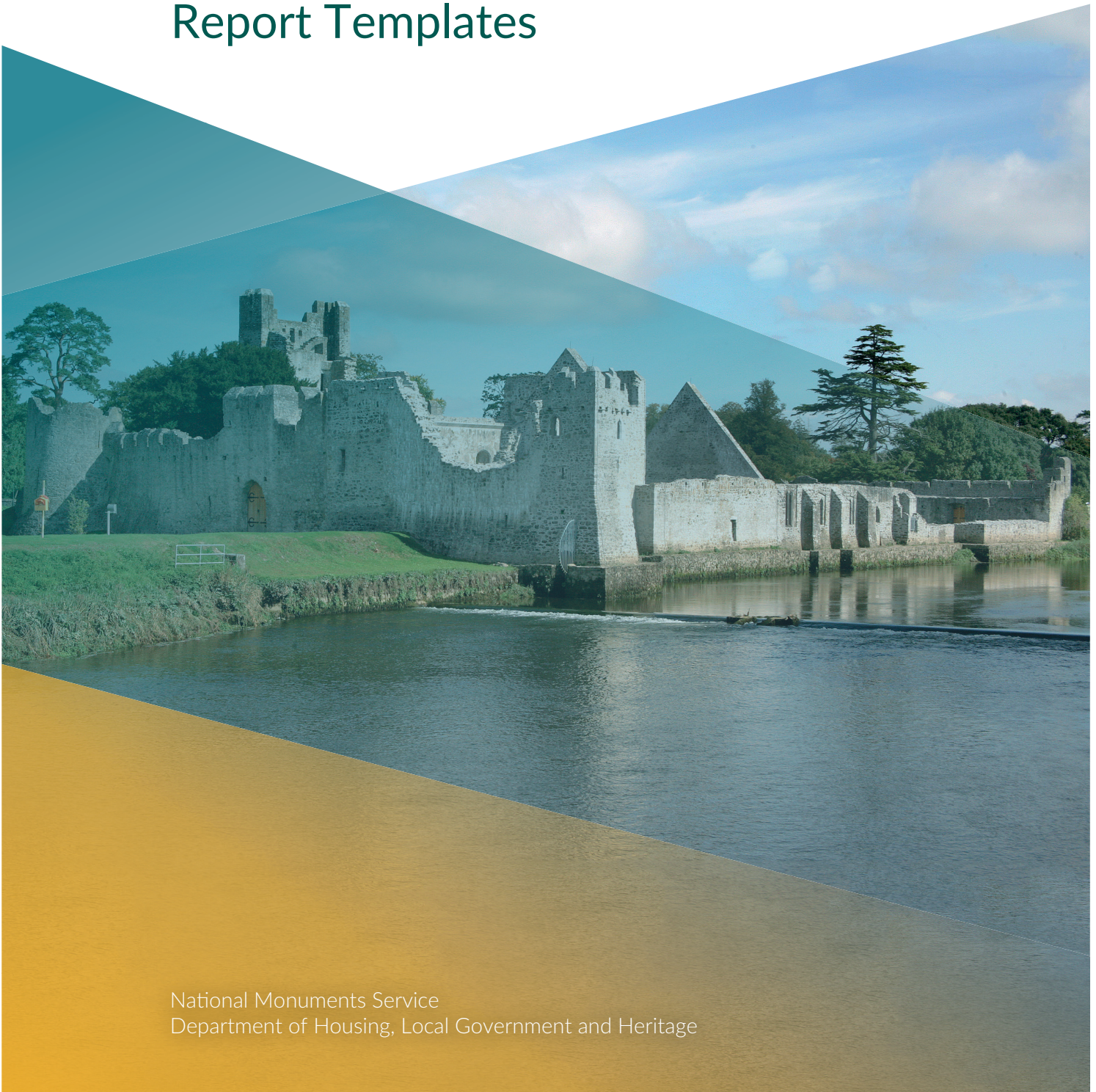




Rialtas na hÉireann
Government of Ireland

Archaeology and Flood Relief Schemes: Guidelines

Appendix: Archaeological Report Templates



National Monuments Service
Department of Housing, Local Government and Heritage

Cover image:

Desmond castle, Adare, County Limerick, situated on the north bank of the River Maigue just above Adare bridge
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Progress Reports

A regular Archaeological Progress Report is generally requested by the NMS as part of the archaeological mitigation for FRS, particularly when the archaeological monitoring of dredging/bulk excavation works are being undertaken. On behalf of the Contracting Authority, the PA will ensure that this requirement is implemented and all such progress reports (written by the Archaeological Consultant and reviewed by the PA) will be submitted to the NMS (and the NMI, as required) through the PA.

Weekly progress reports will be prepared by the Archaeological Contractor for the duration of the contract for submission to the Contracting Authority (for review by the PA) for comment and consideration and prior to submission to NMS.

The Progress Report will detail the archaeological activities for the agreed period, including any dive work undertaken, the monitoring of dredging, and the assessment of all dredged spoil. The content of the archaeological report will be advised by the PA, but it is expected to include the following as a minimum:

- A brief account of works in progress for each area of work, in particular outlining works with archaeological significance.
- Details of any archaeological discoveries or range of archaeological objects encountered.
- A location map showing areas where works took place.
- Relevant photographic images to support the details of works and archaeological finds.
- A summary of licences and licence holders in place to cover all works and details of any changes.
- A summary of compliance with the archaeological licensing requirements and attendant MSs.
- Details of any change of archaeological personnel, especially if relevant to specialisms required for certain elements of the work (such as the monitoring of dredging works or dive work).
- Details of non-compliances with the approved MS or other contractual requirements, or of any issues arising in this regard.
- Recommendations for improved construction work practices, including schedule for forthcoming work.
- Details of mitigation measures implemented.
- A record of meetings held with the Contracting Authority, PA, NMS and NMI.
- Proposals for upcoming specific works and associated archaeological requirements.

Underwater Archaeological Impact Assessment Reports

If, during the programme of works at the early design stages, or as an outstanding element of the EIA process or other stages of the programme of works, it is necessary to undertake underwater survey and assessment, the following should be the format for the UAIA Report.

Required Contents of Underwater Archaeological Impact Assessment Report

Report Section	Contents
1. Title Page	<ul style="list-style-type: none"> - Project name. - Archaeological Dive Licence No. or relevant Consent identified No. - Archaeological Detection Device Licence No. or relevant Consent identified number. - Townland names. - Site/feature types. - ITM/Admiralty Chart references/Latitudinal and Longitudinal references. - Archaeological Licence Holder/Director/Underwater. Archaeologist. - Report authors. - Report status (draft/final). - Date of issue.
2. Contents	<ul style="list-style-type: none"> - List of contents. - List of illustrations.
3. Summary	<ul style="list-style-type: none"> - A non-technical summary of less than 1,000 words.
4. Acknowledgements	<ul style="list-style-type: none"> - As appropriate.
5. Introduction	<ul style="list-style-type: none"> - Brief description of scheme. The report will place the areas surveyed within their wider landscape context to include the nature, extent, significance and use over time, including that of any waterbody. Geographical details and general setting including natural topography, geology and hydrology of the site and environs, including width of watercourse, depth, flow direction and current flow rate, visibility, bottom type and height of banks. - It will also describe context of immediate archaeological and cultural landscape (terrestrial and underwater) of environs of survey/assessment area including routeways, waterways, land/water-use, archaeological objects and monuments, historic wrecks, or historic buildings and designed landscapes in the environs.
6. Site Description	<ul style="list-style-type: none"> - Location, form, dimensions, and type of site/feature. - Statutory protections and requirements (including legislation directly relating to the protection of the Underwater Cultural Heritage, for example, 1987 and 1994 National Monuments (Amendment) Act; UNESCO Convention on the Protection of the Underwater Cultural Heritage). - Desktop study: historical and archaeological background and research context of site/area; information from the WIID (where relevant); topographical files of the NMI; relevant historical and archaeological sources, cartographic sources, journal sources and local sources. - Summary of any relevant previous archaeological work (including underwater archaeology) or relevant geophysical survey work (including marine geophysics) carried out for archaeological purposes. - Altitude, depth, aspect, land/water use and vegetation of site.

Required Contents of Underwater Archaeological Impact Assessment Report cont'd

Report Section	Contents
7. Method Statement	<ul style="list-style-type: none"> - Aims. - Dive/survey and inspection methods for both the diving and metal detection and to include geo-referencing methodology for all identified features encountered. - Specialist contributions and/or consultations if relevant. - Conditions (such as weather, marine/freshwater conditions, vegetation, and water use). - The reasons for choosing one or more topographic survey methods.
8. Results	<ul style="list-style-type: none"> - Full record of any archaeology or potential archaeology identified, including location, character, interpretation and significance of features, wrecks, wreck material or archaeological objects discovered, related/associated features, wrecks, wreck material or archaeological objects. - Topographical survey of area assessed. - Tabular view of all identified features, wreck, wreck material and/or archaeological objects with associated locations, details of which should be presented as geo-referenced data given in Latitude and Longitude (WGS1984) and/or ITM coordinate systems, depending on the location of the site being assessed.
9. Catalogue of Archaeological Objects (if Required)	<ul style="list-style-type: none"> - General descriptive inventory of any portable archaeological objects, to NMI standards, including those recovered for their safety, namely, the dimensions, fabric, type and condition of each object, and other relevant remarks (such as conservation needs).
10. Discussion	<ul style="list-style-type: none"> - Interpretative discussion of the UAIA results – considering alternative possible interpretations, where appropriate; considering historical information, where available; and comparing the results to similar or related archaeological sites.
11. Significance	<ul style="list-style-type: none"> - Statement of the relative significance (High, Medium, Low) of the site area and any identified archaeological features, wrecks, wreck material or archaeological objects (that remain in situ, such as anchors).
12. Impacts	<ul style="list-style-type: none"> - Detailed statement of the impacts (direct or indirect) of the proposed development on the archaeological features, wrecks, wreck material or archaeological objects (that remain in situ, such as anchors) described in the Report; indirect impacts can relate, for example, to changes in hydrology as a result of proposed works; impacts from vibrations of works; or movements of plant and machinery. - Both direct and indirect impacts should be assessed, and the residual effects of the development should also be considered.
13. Recommendations	<ul style="list-style-type: none"> - Recommended mitigation measures to negate or minimise all impacts to known and potential cultural heritage based on the results of the UAIA.
14. Bibliography	<ul style="list-style-type: none"> - References to all maps/charts, published or printed or manuscript texts referred to in the Report.
15. Illustrations	<ul style="list-style-type: none"> - Site location maps (1:10,000); charts (Admiralty Charts, sea charts). - Assessment area's location limits/extents and adjacent cultural and topographic features, including limits of proposed development, where appropriate. - Site map with location of all finds/features/areas of interest clearly indicated and geo-referenced. - Plans and sections of excavated archaeological features (at a minimum, any features mentioned in the main text should appear on a plan of the relevant excavated trench or trenches, at an appropriate scale).

Required Contents of Underwater Archaeological Impact Assessment Report cont'd

Report Section	Contents
	<ul style="list-style-type: none"> - Sufficient historical mapping will be included in the report to illustrate the changing nature of watercourses through time and to assist with placing in context any feature or structure known or identified during the surveys or highlighting the potential for the identification of previous cultural material or structures that now have no above-ground trace. - Significant relevant extracts from early or historic maps and charts - Selected photographs of features, wreck, wreck material and archaeological objects in situ. • High-resolution digital photography (including photogrammetry, if possible) used to record the general setting of the watercourses as well as the condition of any features or finds of an archaeological nature, both above and below the water. • Illustrations of the topography of the river/lake/seabed in the survey areas, including contours and surface details, which will be depicted in plan and section at appropriate scales (1:50 or 1:20, where scale allows). • Survey data should be recorded using ITM and with reference to recorded levels (OPW data or equivalent). • Illustrations should include: <ul style="list-style-type: none"> o Selected underwater photographs of recovered significant archaeological objects. o General underwater photographic views of the site locations and setting of the work. o General underwater photographic views of seabed/riverbed/lakebed topography. • All survey drawings to be to publication standard.

Archaeological Test Excavations and Archaeological Monitoring Reports

Test Excavation and Monitoring Reports will describe the location, nature, date, character, extent and significance of any archaeological features or deposits discovered or confirmed by any test excavations or monitoring. Any test excavations and monitoring taking place at or within a watercourse (that is, underwater) will require similar reports.

Required Contents of Archaeological Test Excavations and Archaeological Monitoring Reports

Report Section	Contents
1. Title Page	<ul style="list-style-type: none"> - Project name - Archaeological Licence No. - Townland names. - Site types. - ITM/Admiralty Chart references/Latitudinal and Longitudinal references. - Archaeological Contractor. - Licence Holder/Excavation Director. - Name of contract conservator retained to advise and treat archaeological objects. - Report authors. - Report status (draft/final). - Date of issue.
2. Contents	<ul style="list-style-type: none"> - List of contents. - List of illustrations.
3. Summary	<ul style="list-style-type: none"> - A non-technical summary of less than 1,000 words.
4. Acknowledgements	<ul style="list-style-type: none"> - As appropriate.
5. Introduction	<ul style="list-style-type: none"> - Brief description of scheme. - Natural topography, geology, geomorphology and hydrology of the site and environs. - Cultural landscape of environs of survey/excavation/monitoring area, including routeways, waterways, land use, water-use, archaeological objects, monuments, wrecks or historic buildings and designed landscapes in the environs.
6. Site Description	<ul style="list-style-type: none"> - Location, form, dimensions course and type of site. - Statutory protections. - Summary of any relevant previous archaeological work (either on land or underwater) or relevant geophysical survey work (including marine geophysics) carried out for archaeological purposes. - Altitude, aspect, land-use, water use, bottom topography and vegetation of site. - Detailed geo-referenced map/chart showing locations of all sites/features/deposits/archaeological objects discussed.
7. Method Statement	<ul style="list-style-type: none"> - Aims. - Description of recorded archaeology in area to be impacted. - Description of impact of development on known archaeology. - Techniques and methods utilised to compile the report, including the method of excavation.

Required Contents of Archaeological Test Excavations and Archaeological Monitoring Reports cont'd

Report Section	Contents
	<ul style="list-style-type: none"> - Total area of excavation in square metres and total volume of excavated material in metres cubed to be provided as accurately as possible. - Specialist contributions and/or consultations. - Conditions (for example, weather, surface conditions, site conditions, in water/underwater conditions, vegetation, water-use and land use). - Consents and/or other licence types (such as underwater and metal detection).
8. Results	<ul style="list-style-type: none"> - Location of test pits/trenches/monitoring area and a summary of their contents. - Overview of location, character, interpretation, and significance of any features discovered, organised by site/feature/artefact type and/or group (that is, related features such as wreck and associated archaeological objects) and/or Stage (that is, features occurring within a single stratigraphic horizon) and/or period (where known). - Detailed geo-referenced map/chart showing locations of all sites/features deposits/archaeological objects discussed. - Stratigraphic sequence with numbered contexts and a brief description of each layer/feature with dimensions and sufficient explanatory photographs. - Upper- and lower-level OD of archaeological deposits. - Number and type of finds recovered.
9. Catalogue of Archaeological Objects	<ul style="list-style-type: none"> - Detailed descriptive inventory of archaeological objects recovered by the excavation or archaeological monitoring (including monitoring of dredging works and associated assessment of dredged spoil) to NMI standards, to include the dimensions, fabric, type and condition of each object, and other relevant remarks (such as conservation needs), illustrated, as necessary; species identification, where relevant. - Holding address for artefacts and excavation record.
10. Specialist Analyses	<ul style="list-style-type: none"> - Contributions by specialists on the analyses of materials or samples or on assemblages of archaeological objects, including dating analysis with supporting illustrations and tables, as appropriate. - If samples were taken, these should be analysed, dating evidence should be procured, if possible, and the results of same should be included in the report.
11. Discussion	<ul style="list-style-type: none"> - Interpretative discussion of the test excavation/archaeological monitoring results – considering alternative possible interpretations, where appropriate; considering specialists' analyses and historical information, where available; and comparing the results to similar or related archaeological sites and archaeological objects.
12. Significance	<ul style="list-style-type: none"> - Statement of the relative significance (High, Medium, Low) of the identified archaeological features/sites. This should include a statement of the relative significance (High, Medium, Low) of the identified archaeological objects from monitoring of works and dredged spoil.
13. Impacts and Recommendations	<ul style="list-style-type: none"> - Statement of the impacts (direct or indirect) of the proposed development on the archaeological features or deposits described in the report. Proposed recommendations to mitigate impacts as identified; changes in hydrology brought about by proposed works; impacts from vibrations; movements of plant and machinery, and so on.
14. Inventory	<ul style="list-style-type: none"> - Descriptive inventory of identified features/sites (such as a wreck site) and/or archaeological objects recovered and including those recovered from the monitoring of dredging works and assessment of dredged spoil. This should include information on the fabric, form, dimensions, and relationships of each excavated feature/site, and it should also itemise any samples or archaeological objects associated with the feature/site.

Required Contents of Archaeological Test Excavations and Archaeological Monitoring Reports cont'd

Report Section	Contents
15 Bibliography	<ul style="list-style-type: none"> - References to all maps and published or printed or manuscript texts referred to in the report.
16 Appendices	<ul style="list-style-type: none"> - List of features/sites cross-referenced with objects and samples. - List of plans and photographs cross-referenced with features/sites. - List of palaeo-environmental samples cross-referenced with features/sites. - List of archaeological objects cross-referenced with features/sites and/or as recovered through archaeological monitoring of dredging works. - List of all specialist Reports associated with features/sites.
17 Illustrations	<ul style="list-style-type: none"> - Site location maps (1:10,000) or relevant Admiralty Charts, where available. - Plan of test excavation/monitoring areas and adjacent topographic features, including limits of proposed development, where appropriate. - Plans and sections of identified excavated archaeological features/sites in relation to the proposed development (at a minimum, any features/sites mentioned in the main text should appear on a plan of the relevant excavated trench or trenches, at an appropriate scale). - Schematic representation of any complex stratigraphic relationships (such as "Harris Matrix") sorted (that is, banded) by stratigraphic Stage with each Stage and all the main features or groups of features labelled. The trench section should be drawn as per best-practice principles, with trenches large enough to allow this to take place by the archaeologist. - Significant relevant extracts from early or historic maps and/or charts. - Complete photographic record of the testing/monitoring procedure should be included in the report and, if detailed section drawing was not possible, the reasons why should be stated. - Selected photographs (including underwater photographs where applicable) of significant excavated/identified features/sites. - Selected photographs (including underwater photographs, where applicable) of significant archaeological objects. - General photographic views (including underwater photographic views, where applicable) of the progress and setting of the work. - All plans and section drawings should be of sufficient quality to enable an understanding of what has been identified.

Preliminary Excavation Assessment Reports

The purpose of the Preliminary Excavation Assessment Report is to provide a clear picture of the intended post-excavation analyses, interpretation, and dissemination to come under Post-Excavation Services.

Required Contents of Preliminary Excavation Assessment Reports

Report Section	Contents
1. Title page	<ul style="list-style-type: none"> - Project name. - Archaeological Licence Nos (these could include Excavation, Dive, Detection Device, To Alter, To Export). - Townland names. - Site types. - ITM/Admiralty Chart references/Latitudinal and Longitudinal references. - Chainages. - Archaeological Contractor. - Licence Holder/Excavation Director. - Report authors. - Report status (draft/final). - Date of issue.
2. Contents	<ul style="list-style-type: none"> - List of contents. - List of illustrations.
3. Abstract	<ul style="list-style-type: none"> - A non-technical summary of less than 1,000 words.
4. Introduction	<ul style="list-style-type: none"> - Planning background/description of proposed development. - Details of Consents/Directions/Other Licences. - Locational data of site (imagery should be accompanied by ITM and/or Latitudinal and Longitudinal references). - Aims and objectives. - Dates of commencement and termination of excavation.
5. Site Description	<ul style="list-style-type: none"> - A brief statement on location, character and extent of the excavation site, together with a summary description of the excavated features, sites or archaeological objects.
6. Results	<ul style="list-style-type: none"> - Stratigraphic Report of the excavated site with preliminary interpretative summary of: <ul style="list-style-type: none"> • Phasing • Stratigraphic sequence with numbered contexts • Description of each layer/feature with dimensions and sufficient explanatory photographs. • Upper-and lower-level OD of archaeological deposits. • Number and type of finds recovered. - If a wreck or other underwater archaeological sites, preliminary interpretative summary of excavated site. - Summary of excavation phases. - Reference to key archaeological features and significant archaeological objects. - Detailed geo-referenced map/chart showing locations of all sites/features/deposits discussed.

Required Contents of Preliminary Excavation Assessment Reports cont'd

Report Section	Contents
7. Catalogue of Archaeological Objects	<ul style="list-style-type: none"> - Detailed descriptive inventory of archaeological objects recovered by the excavation, to include the dimensions, fabric, type and condition of each object, and other relevant remarks (such as conservation needs).
8. Environmental Register	<ul style="list-style-type: none"> - Table of palaeo-environmental samples cross-referenced with features/contexts. - Table of environmental samples cross-referenced with features/contexts, such as marine borer sample analysis results. - Table of dating samples cross-referenced with features/contexts.
9. Finds Register	<ul style="list-style-type: none"> - Table of archaeological objects cross-referenced with features/contexts. The holding address for artefacts and excavation record.
10. Dating Proposals	<ul style="list-style-type: none"> - Intended radiocarbon/scientific dating programme, including summary of reasons for specific dating samples. - Intended dendrochronological results cross-referenced with features/contexts.
11. Discussion	<ul style="list-style-type: none"> - Preliminary discussion of the excavation results – considering alternative possible interpretations, where appropriate; considering specialists’ analyses and historical information, where available; and comparing the results to similar or related archaeological sites.
12. Significance	<ul style="list-style-type: none"> - A preliminary statement of the relative significance (High, Medium, Low) of the recorded archaeological features/sites.
13. Inventory	<ul style="list-style-type: none"> - Descriptive preliminary inventory of excavated features and/or archaeological objects. This should include information on the fabric, form, dimensions, and relationships of each excavated feature and/or archaeological objects, and it should also itemise any samples or archaeological objects associated with the feature.
14. Appendices	<ul style="list-style-type: none"> - List of features/sites cross-referenced with objects and samples. - List of plans and photographs cross-referenced with features/sites. - List of all site records (and location of archive).
15. Illustrations	<ul style="list-style-type: none"> - Site location maps (1:10,000) or relevant charts. - Plan of survey and excavation areas and adjacent topographic features, including limits of proposed works scheme, where appropriate (1:100 – 1:500 as appropriate). - Plans and sections of excavated archaeological features (at a minimum, any features mentioned in the main text should appear on a plan of the relevant excavated trench or trenches, at an appropriate scale). Where this includes sites that are underwater, then the feature/site should be geo-referenced and superimposed onto the relevant areas of the proposed works scheme to clearly indicate the location and extent of the feature/site. - Schematic representation of any complex stratigraphic relationships (such as “Harris Matrix”) sorted (that is, banded) by stratigraphic Stage with each Stage and all the main features or groups of features labelled. - Significant relevant extracts from early or historic maps or charts. - A complete photographic record of the excavation procedure should be included. - Selected photographs (including underwater photographs, where applicable) of significant excavated features/sites, to include underwater photographs. - Selected photographs (including underwater photographs, where applicable) of significant archaeological objects. - General photographic views (including underwater photographic views, where applicable) of the progress and setting of the work.

Required Contents of Preliminary Excavation Assessment Reports cont'd

Report Section	Contents
16. Programme/ Post-Excavation plan/ proposal	<ul style="list-style-type: none"> - Programme for completion of post-excavation Services. - Tasks to be undertaken post-excavation, in order to maximise the research dividend of the excavation. - Reasons for proposing these tasks (such as research question or conservation need). - List of members of the post-excavation Team. - Statement of the responsibilities of members of the post-excavation Team. - Location of all archaeological objects, samples or other materials recovered by excavation, archaeological monitoring, or archaeological assessment of dredged material. - Methods of any analyses or conservation work proposed. - Licensing requirements of the NMI for analyses or conservation of archaeological objects. - Duration and end-dates of each element of the proposed post-excavation work. - Summary table of all the above, up to and including final reporting and publication stage, stating for each task the item, personnel/specialist, duration, start and end dates.
17. Excavations Bulletin	<ul style="list-style-type: none"> - Summary for inclusion in the Excavations Bulletin.
18. Publication and Dissemination Plan	<ul style="list-style-type: none"> - Summary plan and programme for publication of results detailing the proposed scope, length, content, authorship, and place or medium of publication of the required output. The plan should be accompanied by a summary table setting out a list of all the main and contributing authors, their section headings/chapter titles, and the estimated number of words, tables, figures and plates to be used in each section/chapter. Nomination of proposed Academic Advisor to be notified to the Contracting Authority.

Final Excavation Reports

The Final Excavation Report is the final, illustrated Report for each site excavated detailing results of assessments and excavations, and containing analyses, discussion, and interpretation.

Required Contents of Final Excavation Reports

Report Section	Contents
1. Title page	<ul style="list-style-type: none"> - Project name. - Archaeological Licence Nos (these could include Excavation, Dive, Detection Device, To Alter, To Export). - Townland names. - Site type. - Grid reference ITM or Latitudinal and Longitudinal if offshore (for example WGS84). - Chainages. - Archaeological Contractor. - Excavation Licence Holder/Director. - Report authors. - Report status (draft/final). - Date of issue.
2. Contents	<ul style="list-style-type: none"> - List of contents. - List of illustrations. - Appendices.
3. Abstract	<ul style="list-style-type: none"> - A non-technical summary of less than 1,000 words fit for “stand-alone” publication either as a basis for a periodical paper or for a monograph chapter or section in any future monograph describing all of the archaeological investigations on the scheme (to include terrestrial and underwater archaeology).
4. Acknowledgements	<ul style="list-style-type: none"> - As appropriate.
5. Introduction	<ul style="list-style-type: none"> - Brief description of scheme. - Natural topography, geology, geomorphology and hydrology of the site and environs. - Context in terms of neighbouring monuments, underwater cultural heritage and local archaeological object distribution and nature, and research context. - Cultural landscape (terrestrial and underwater) and research context of environs of survey/excavation area, including routeways, waterways, water use, land use, archaeological objects and monuments, wrecks or historic buildings, and designed landscapes in the environs. - Historical background (where relevant), research questions addressed by the excavation.
6. Site description	<ul style="list-style-type: none"> - Brief statement on the location, character, depth, and extent of the excavation site, together with a summary description of the excavated features. - Statutory protections and requirements (including legislation directly relating to the protection of the Underwater Cultural Heritage, such as the 1987 and 1994 National Monuments (Amend.) Act; UNESCO Convention on the Protection of the Underwater Cultural Heritage; 1993 Merchant Shipping (Salvage and Wreck) Act).

Required Contents of Final Excavation Reports cont'd

Report Section	Contents
<p>7. Results</p>	<ul style="list-style-type: none"> - Overview of the location, character, interpretation and significance of any features or sites (including wrecks) discovered, organised by feature/site type and/or group (that is, related features) and/or phase (that is, features occurring within a single stratigraphic horizon) and/or period (where known). - Description of the excavation methodology, including finds retrieval and sampling strategies and reasons for selected strategies. This should contain a detailed description of each context identifying stratigraphic relationships. - A full narrative description of the excavation, including a summary of the site stratigraphy. - Stratigraphic sequence with numbered contexts and a description of each layer/feature with dimensions and sufficient explanatory photographs, dating evidence. Upper- and lower-level OD of archaeological deposits. Number and type of finds recovered. - Where the feature/site is underwater, a full narrative description of the in-water/underwater excavation, including a summary of the nature and extent of the site, site stratigraphy, where present, site elements (for example wreck type), described in typological order, chronological order, where possible, and starting with the earliest phases. Each phase of the site, including interpretation of these phases, should be demonstrated and each element of the site (for example wreck site) should be described and interpreted based on each element of the site recorded and excavated. - Discussion of each site should include local, regional, national research context and where appropriate international contexts. The discussion of the site should include the integration of results of specialist reports, which must also be cross-referenced to the appendices. - Discussion to be informed by results of relevant previous archaeological (including underwater) work or relevant geophysical survey work (including marine geophysics) carried out for archaeological purposes. - Discussion on elements of the site following excavation, for example specific archaeological objects, features that inform more fully on the site. - Condition of the site post-excavation and its conservation.
<p>8. Catalogue of Archaeological Objects</p>	<ul style="list-style-type: none"> - Detailed descriptive inventory of archaeological objects (to NMI standards) recovered by the excavation, to include the dimensions, fabric, type and condition of each object, and other relevant remarks (such as conservation needs), supported by illustrations and photographs. This is to be informed by specialist analysis results; and the holding address for artefacts and excavation record should be included.
<p>9. Specialist Analyses</p>	<ul style="list-style-type: none"> - Contributions and reports by specialists on the analyses of materials or samples or on assemblages of archaeological objects with supporting illustrations and tables, as appropriate. Each specialist report should have its own non-technical summary and a statement of significance along with respective catalogues for each, to NMI standards.
<p>10. Discussion</p>	<ul style="list-style-type: none"> - Interpretative discussion of the excavation results in their overall research context; considering alternative possible interpretations, where appropriate; considering specialists' analyses and historical and cartographic information, where available and relevant; and comparing the results to similar or related archaeological sites. - Discussion of each site should include local, regional, national research context and, where appropriate, international contexts and a consideration of the way the monumental and artefactual evidence combines an understanding of the archaeology of the area concerned and its contribution to archaeological research. The discussion of the site should include the integration of results of specialist reports, which must also be cross referenced to the appendices.

Required Contents of Underwater Archaeological Impact Assessment Report cont'd

Report Section	Contents
<p>11. Inventory</p>	<ul style="list-style-type: none"> - Descriptive inventory of excavated features. This should include information on the fabric, form, dimensions, and relationships of each excavated feature, and it should also itemise any samples or archaeological objects associated with the feature. - Tabular view of all identified features, wreck, wreck material and/or archaeological objects with associated locations details that should be presented as geo-referenced data given in Latitude and Longitude (WGS1984) and/or ITM co-ordinate systems. It should include all material recovered through the archaeological monitoring of dredging works and assessment of dredged material.
<p>12. Bibliography</p>	<ul style="list-style-type: none"> - References to all maps and/or charts, published, printed or manuscript texts referred to in the report.
<p>13. Glossary</p>	<ul style="list-style-type: none"> - Technical and obscure terms should be avoided, where possible, or at least explained as they arise in the text. It may be helpful nonetheless to include a separate glossary of technical or obscure terms, especially where specialists' contributions occur in the report. This would be most relevant when dealing with a wreck site or wreck material.
<p>14. Appendices</p>	<ul style="list-style-type: none"> - List of features/sites cross-referenced with objects and samples. - List of plans and photographs cross-referenced with features/sites. Full set of all plans from the site (in digital format) that can be printed at actual scaled size. - Environmental Register: list of palaeo-environmental samples, animal bone cross-referenced with features. - Dating Register: list of radiocarbon/scientific dating and/or dendrochronological dating samples cross-referenced with features. - Finds Register: list of all archaeological objects cross-referenced with features/sites. - List of all site records, photographs, video footage, main archive and location. Full set of photographs in digital format of the excavation of the site.
<p>15. Illustrations</p>	<ul style="list-style-type: none"> - Site location maps (1:10,000); charts (such as Admiralty charts). - Plan of survey and excavation areas and adjacent topographic features, including limits of proposed works scheme, where appropriate (1:100 - 1:500, as appropriate). - Plans and sections of excavated archaeological features (at a minimum, any features mentioned in the main text should appear on a plan of the relevant excavated trench or trenches, at an appropriate scale). - Schematic representation of any complex stratigraphic relationships (such as "Harris Matrix") sorted (that is, banded) by stratigraphic Stage with each Stage and all the main features or groups of features labelled. - Significant relevant extracts from early or historic maps and/or charts. - Selected photographs (including underwater photographs, where applicable) of significant excavated features/sites. - A complete photographic record of the excavation procedure should be included in the Report and, if detailed section drawing was not possible, the reasons why should be stated. - Selected photographs (including underwater photographs, where applicable) of significant archaeological objects. - General photographic views (including underwater photographic views, where applicable) of the progress and setting of the work.

Dissemination Requirements

The scope of dissemination may include the following:

Dissemination

Public lectures on the results of the archaeological investigations or an aspect of them.

Article in a popular publication on the results of the archaeological investigations or an aspect of them.

Peer-reviewed article in an academic publication or academic monograph. As a minimum, this should be an illustrated paper setting out the results of the archaeological investigations and a contribution to research, with presentation of the key data, including site form and function, date, artefactual and environmental evidence. Where two Licence Holders are involved, namely, the Archaeological Contractor and the archaeologist who undertook specific work (such as underwater survey and excavation), then agreement on the authorship and nature of the publication would need to be agreed.

