



## PRACTICAL GUIDE FOR ENTERING SITE RECORDS

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### Revision History

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Joseph LLERES	08/04/2020	1.0	Creation of the manual.
Joseph LLERES	02/05/2020	2.0	Major modification of the manual: addition of new chapters.
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Note: In the version number, the number to the left of the decimal point is incremented by 1 when there is a major modification to the main text or attachments; the number to the right of the decimal point is incremented by 1 in the other cases.

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## 1 Introduction

This document is a complement to the Instruction Manual of the online BaseFer application. It describes in detail how to create or modify an archaeological site record.

Both documents are available in the DOCUMENTATION part of the application.

## 2 Applicable Document

- Online BaseFer Instruction Manual, latest applicable version.

## 3 Scope of Application

BaseFer aims to give a global picture of the published knowledge on the Iron Age, without claiming to be exhaustive. Its purpose is to:

- a. Inventory the Iron Age sites, geo-located at the centroids of the wards where they are found, providing the dating, types of structure as well as the associated artefacts, ecofacts and materials. BaseFer is a qualitative, presence-absence database of published data. It does not provide quantitative information, except possibly in the optional comments.
- b. Produce distribution maps from the recorded data.

Initially centred on France, BaseFer was extended to all of Europe. For each country, the administrative levels chosen are those of Regulation (EC) No 1059/2003 on the establishment of a common classification of territorial units for statistics (NUTS): smaller administrative units, NUTS 3 and NUTS 2. To simplify, these levels correspond to wards, districts and counties.

The typochronology provided by BaseFer goes up to the change of era. But as mentioned above, the database aims to give a global picture of the knowledge about the Iron Age. Therefore it is not intended to inventory Roman sites. For rural sites, *villae* will not be inventoried but the indigenous sites or sites of indigenous tradition will be described.

## 4 Creating a New Record

### 4.1 When to Make a New Record

- a. In the context of BaseFer, a record is created to describe a state of occupation of an archaeological site.
- b. A record contains only duly published factual data.
- c. An archaeological site:
  - Has been the subject of one or more publications in the public domain.
  - Corresponds to a defined geographical entity.
  - May have an occupation divided into clearly identified phases, each with its own dating, structures, artefacts and ecofacts and materials.
- d. When the occupation of a site is divided into phases, records will be made by phase of occupation. A phase is changed when there is a solution of continuity in the occupation of the site and/or when its function changes.

- e. When a site has both a settlement and a necropolis, each entity will be the subject of specific records.
- f. Records will not be made to inventory a particular type of artefact when the archaeological site has been excavated and published and can therefore be the subject of a full record.

## 4.2 Preparing to Create a New Record

The records can be created (encoded according to BaseFer vocabulary) on paper by one person and entered into the BaseFer database by another person. The coding of the records can be done using the form in Appendix A.

It is also possible to create a record online in the database, directly from a publication. However, when the record is based on a monograph of several tens or hundreds of pages or on several publications, the operation is complicated or even impossible. In this case, it is recommended to use a support listing the data to be entered. This support can be a summary of the future record on free paper or in word or a summary made using the form in Appendix A.

The form is available in the DOCUMENTATION part of the application.

## 5 General Information on the BaseFer Application

### 5.1 Connection to Application

In order to be able to enter an archaeological site record, the user must connect to the BaseFer application as described in the referenced Instruction Manual and click on the UPDATE button in the general menu. In the menu 'BaseFer - Update':

- a. The creation of a new record is done by clicking on the NEW SETTLEMENT button.
- b. The modification of an existing record is done by entering the record number in the field 'Editing of settlement #' and clicking on the EDIT button.

### 5.2 Structure of a record

A site record consists of 5 tabs:

1. Location
2. General information
3. Dating
4. Structure
5. Archaeological materials

Each tab has several sections and each section has one or more input fields to be filled in. Once the record has been created, the input fields in the record can be updated directly in the database, independently of each other.

The record is completed by entering free text for fields with a hyphen (-) or via drop-down lists.

The interfaces of the BaseFer application are available in English, French, German, Italian and Spanish. Sections for which it is possible to enter free text can be filled in using one of these languages. However, the user who updates or modifies an existing record is asked to use the language in which the 'Comment' section of the record is written.

### 5.3 Keyword Drop-down Lists

In the 'Dating', 'Structure' and 'Archaeological materials' tabs, data are entered via keyword drop-down lists:

- To add a value, simply select a new value in the menu starting with [add]. There is no limit to the number of values that can be entered.

If the keyword does not appear in the input window, simply enter a letter to bring up a list of keywords starting with that letter; continuing to type that letter or using the down arrow key scrolls through the list until the desired keyword is reached.

It is also possible to speed up the input by typing the first two or three letters of the keyword; then simply type the first letter several times or use the down arrow key to scroll through the list until the desired keyword is reached.

When the desired keyword appears in the list, simply click on it to select it. The input field is then automatically filled in with the selected keyword.

Note that the cursor remains on [add] if the letter or text entered does not correspond to any keyword.

- To remove a value, select the value to be removed and then choose the option [remove] at the top of the list.

### 5.4 Data Validation

Once an input field is filled in, the background of the field turns green to indicate that its modification has been taken into account and saved in the database. Data are also saved when you click somewhere else in the tab or when you switch to another tab. It is nevertheless advisable to save the data entered by clicking on the CONFIRM ENTRY OF TEXT button.

At the end of the work, do not forget to close the edition via the QUIT SETTLEMENT EDITING button.

## 6 Record Entry

Refer to sections 4.1.1 and 4.1.2 of the Instruction Manual in reference.

The guidelines in this chapter are applicable both when creating and when modifying or updating a record.

Most sections have only one input field. In this chapter, the term '(input) field' is used only for sections that have more than one field and to remove any ambiguity.

### 6.1 Tab 'Location'

The entry screen looks like this:

## Editing of settlement # 19236

Location	General information	Dating	Structure	Archaeological materials
Ward <input type="text" value="Céret"/> <small>Pyrénées-Orientales, Languedoc-Roussillon, France - X 2,75824 Y 42,47923 WGS 84 [EPSG 4326]</small>				
Locality <input type="text" value="Vilanova - Phase II"/>				
Coordinates X <input type="text"/> Y <input type="text"/> - Geographic coordinate system <input type="text" value="(indeterminate)"/>				
National code <input type="text" value="-"/>				

- 
 -

Only the sections 'Ward' and 'Locality' have to be filled in.

### 6.1.1 Section 'Ward'

To create a record, it is necessary to enter a ward name that is recognized by the BaseFer database. The database provides the name of the ward along with the names of the district, the county and the country of which it is part, via a drop-down list:

- Enter the name indifferently in lowercase or capital letters and with or without the diacritic marks (accent, diaeresis, tilde, cedilla, etc.) on or under the letters (examples: Etretat or étretat, Örrius or orrius, Llança or llanca, Peñalba de Ávila or penalba de avila, Jüchen or juchen, Oráčov or oracov, etc.).
- Do not enter the article or prefix when the name of a ward includes an article or prefix.
- Type the first letters of the ward name until the application proposes a list of names beginning with the text entered. When the name appears in the list, just click on it to select it. The input field is then automatically filled in with the selected name.
- Refer to paragraph 4.1.1 of the Instruction Manual in reference for more details.

Once this step has been completed, the record is created in BaseFer and identified by a unique number.

### 6.1.2 Section 'Locality'

This section is completed if the information is known. The applicable rules are:

- Delete the hyphen (-) automatically filled in by the application if the section is updated.
- Transcribe the place name as it appears on the documents used to make the record, paying particular attention to accents and other diacritical signs specific to each language.

*Tip: Word allows you to write all the possible letters with accents or diacritical signs thanks to the 'Symbol' function in the 'Insert' menu. In case of difficulty to transcribe the name of the place name correctly, it is advised to write the name in a word file and to make a copy in the input field. It is also possible to obtain a character absent from the keyboard via the 'Character Map' application in Windows, or the 'Character Viewer' in macOS (<https://support.apple.com/en-gb/HT201586>).*

- If the occupation of an archaeological site is divided into explicitly named phases and one record is made for each phase, follow the locality with the phase.
- When the locality is located in an entity of lower rank than the ward, specify the name of this entity.



- A few examples are given below:

Ward	Locality	Comment
Céret	Vilanera – Phase II	
Garrigàs	La Qüestió d'en Solà (Ermedàs)	Ward composed of several inhabited areas
Garrigàs	Puig Ferrer / Puig Sorrer (Arenys d'Empordà)	
Perpignan	Negabous	

## 6.2 Tab 'General information'

The entry screen looks like this:

### Editing of settlement # 19236

Location
General information
Dating
Structure
Archaeological materials

Discovery by  year   
type of archaeological work

Excavation

Bibliography

Comment

Record encoded by

Input by  - 10/24/19

Last edited by *LLERES Joseph - 12/23/19*

Confirm entry of text - Quit settlement editing - Remove this settlement

### 6.2.1 Section 'Discovery'

There are three input fields in this section:

- Fill in the fields for which the requested information is available.
- Delete the hyphens (-) from the updated fields.
- The 'type of archaeological work' input field is prefilled with '(unknown)' by default and can be filled in via a drop-down list that allows only one value to be selected.

### 6.2.2 Section 'Excavation'

The applicable rules are:

- Delete the hyphen (-) if the field is updated.
- List excavation campaigns using one of the following forms or a combination of thereof:
  - Year by year,
  - By periods (AAAA to BBBB),
  - Since a certain date (since AAAA).
- Do not indicate the name(s) of the excavator(s).

- Use a semicolon (;) as a separator between dates of excavation campaigns.
- Do not put a full stop at the end.

### 6.2.3 Section 'Bibliography'

It is a section to fill out. The applicable rules are:

- Save the complete bibliographical references in an appendix file according to the following standard: Author's name in capital letters, Initial(s) of the first name in capital letters followed by a full stop, Date in round brackets, sequence consisting of a blank followed by a colon ( : ), Full name of the publication with date and pagination.
- Delete the hyphen (-).
- Enter in the section the part of the reference before the colon (*BaseFer* reference).
- List all the *BaseFer* References used to make the record. It is not necessary to put all the bibliography related to a site, but it is necessary to list the references which the data used for the record are taken from.

*Note: It is possible to include in the list one or more references that could not be consulted but which do not prevent the creation of the record. This should be indicated in the 'Comment' section. It also means that an update of the record will certainly be necessary.*

- Correctly spell the names of the authors, including accents and other diacritical marks.

*Tip: Word allows you to write all the possible letters with accents or diacritical signs thanks to the 'Symbol' function in the 'Insert' menu. In case of difficulty to transcribe an author's name correctly, it is advised to write the name in a word file and to make a copy in the input field. It is also possible to obtain a character absent from the keyboard via the 'Character Map' application in Windows, or the 'Character Viewer' in macOS (<https://support.apple.com/en-gb/HT201586>).*

- Use the following standard for *BaseFer* references:

Case	Standard	Example
One author	AAAA B. (2019)	CICOLANI V. (2017)
Two authors	AAAA B., CCCC D. (2019)	BUCHSENSCHUTZ O., GRUEL K. (2015)
Three or more authors	AAAA B. et al. (2019)	BUCHSENSCHUTZ O. et al. (2007)
Collective work (as the case may be), placed between the last author's name and the date	(ed.), (dir.), (coord.)	CICOLANI V., GRUEL K. (coord.) (2017)
Two or more works by the same author(s) in the same year	Rule adopted in order not to affect existing records: - 1st occurrence: NNNN - 2nd occurrence: NNNNa - etc.	GRUEL K. (2017) GRUEL K. (2017a)

- Use a semicolon (;) as a separator between two *BaseFer* references.
- Do not put a full stop (.) at the end.

### 6.2.4 Section 'Comment'

It is an entry to fill out. The applicable rules are:

- Delete the hyphen (-).
- Fill in this section even if it is not necessary to write a very long comment.
- Use this section to give information about:
  - a. The site: altitude, surface area, number of storage pits in a silo field, etc.
  - b. The elements that ensure that the record contains all available data. Please refer to the various paragraphs of this document that request additional comments. The main cases are:
    - The bibliography contains one or more publications that could not be consulted (par. 6.2.3).
    - No structure can be provided (par. 6.4).
    - The available data describe structures but not artefacts (par. 6.5).
  - c. Facts of interest: secondary use of a storage pit as a tomb in a silo field, presence of animal offerings under the floor of a house, etc. (par. 6.6).
  - d. Remarkable artefacts.
  - e. Main artefacts not included in the list of keywords provided by the BaseFer application (par. 6.5.1).
  - f. Ecofacts or materials not included in the list of keywords provided by the BaseFer application (par. 6.5.3).
- Use the semicolon (;) as a separator between comments.
- Put a full stop (.) at the end of comments.
- Some tips:
  - a. Do not use full sentences to limit the length of the comment.
  - b. As the input field is relatively small, write the comment in a text editor ('Notepad' in Windows, 'TextEdit' in macOS) or in word to view the full comment and make a copy in the input field.
  - c. Order the comments following a certain logic. For example, those related to the site, then those related to the artefacts and then those related to ecofacts and materials.
- Example of the (translated to English) commentary associated with the record no. 19236: Site covered by 4 records (14591, 19236, 19237 and 19238); Necropolis of 70 tombs; Study based on data from the necropolis of Can Bech de Baix in Agullana; 30 tombs for Phase II; Entangled bronze rings of various sizes (no. 33); Amber pearl (no. 33).

### 6.2.5 Section 'Record encoded by'

By default, the section is pre-filled with the name of the person creating the record in BaseFer.

- Enter the name of the person who encoded the record when this person is not the user.

*Note: This person must appear on the list of BaseFer users with at least the status of ordinary user.*

## 6.3 Tab 'Dating'

The entry screen looks like this:

## Editing of settlement # 19236

Location	General informations	Dating	Structure	Archaeological materials
Typochronology <input type="text" value="Late Bronze Age [-1100, -750]"/> <input type="text" value="HA C [-800, -620]"/> <input type="text" value="[add]"/> Interval dating beginning <input type="text" value="-800"/> end <input type="text" value="-700"/> (negative values to be noted) Local typochronology <input type="text" value="Transition Bronze Final / 1er Age du Fer"/>				

- 
  -

When the record is created, 'Typochronology' and 'Interval dating' sections are automatically pre-filled by the application with 'Iron Age [-1000, -27]', '-1000' and '-27'.

For the typochronology, the keywords to be used are in the DOCUMENTATION part of the application under the section 'List of coding tables'.

The sections of this tab are to be updated according to the following rules:

Defined interval dating	<ul style="list-style-type: none"> <li>Delete pre-filled typochronology information.</li> <li>First of all, complete the typochronology. The typochronology must bracket the interval dating as tightly as possible.</li> <li>Then complete the interval dating.</li> <li><i><b>Important tips:</b></i> <ol style="list-style-type: none"> <li>Since the typochronology bounds overwrite the data of the interval dating, the order of entry is imperative.</li> <li>If you want to refine or correct the typochronology of an existing record while keeping the original interval dating, it is recommended to note the interval dating before modifying the typochronology.</li> </ol> </li> </ul>
No interval dating	<ul style="list-style-type: none"> <li>Delete pre-filled typochronology information.</li> <li>Complete the typochronology. The limits of the typochronology are used as the interval dating.</li> <li>Do not use the typochronology 'Iron Age [-1000, -27]', unless nothing else is known on the site.</li> <li>The typochronology 'Iron Age [-1000, -27]' has been used a lot for France (2127 occurrences in March 2020). However, the analysis of a certain number of records shows that the artefacts consist of Dressel I amphorae, inscriptions, coins, etc., which makes it possible to define a interval dating. These records should be reviewed.</li> </ul>
Local typochronology	<ul style="list-style-type: none"> <li>Delete the hyphen (-) if the section is filled in.</li> <li>Fill in this section when the piece of information is provided by the publication(s) used to make the record and is considered relevant.</li> <li>Take what is given in the publication(s) used to make the record, even if this typochronology may seem to disagree with the BaseFer typochronology.</li> </ul> <p>For example, if a site dated from -750 to -700 is given as belonging to Late Bronze IIIB in the geographical area concerned, the local typochronology will be given with Late Bronze IIIB.</p>

The examples below specify the rules for establishing typochronology:

Interval dating	Typochronology			Comment
	1	2	3	
[-125, -80]	LT D1			
[-125, -40]	LT D			
[-150, -100]	LT C2 LT D1			
[-550, -490]	HA D2 HA D3			
[-300, -100]	LT B LT C LT D1	LT B LT D1		Both solutions are acceptable.
[-460, -30]	LT	LT A LT B LT C LT D	LT A LT D	All 3 solutions are acceptable.
[-980, -800]	BZ Final	HA B		The choice will be made according to the publication used for the record.
[-800, -620]	BZ Final HA C			The publication used for the record states that the site is from the Late Bronze–Early Iron Age transition. Local typochronology section will be completed with 'Late Bronze–Early Iron Age transition'.
[-980, -700]	BZ Final HA C			The publication used for the record states that the site is from the Late Bronze according to the local typochronology. Local typochronology section will be completed with 'Late Bronze'.

## 6.4 Tab 'Structure'

The entry screen looks like this:

Editing of settlement # 19236

Location
General information
Dating
**Structure**
Archaeological materials

Level 1
Flat grave cemetery [Funeral/burial]
[add]

Level 2
Cremation [Funeral/burial]
Hollow structure [Funeral/burial]
[add]

Level 3
Pit [Funeral/burial]
[add]

Main structure (without detail)
Funeral/burial
[add]

Confirm entry of text - Quit settlement editing - Remove this settlement

The following paragraphs give instructions as well as some tips.

When it proves impossible to fill in one of the structure sections, add a comment in the 'Comment' section described in paragraph 6.2.4.

### 6.4.1 Section 'Main structure (without detail)'

Although placed in the lower part of the entry screen, the section is addressed first in this document.

The keywords to be used are in the DOCUMENTATION part of the application under the section 'List of coding tables'. The applicable rules are:

- For a site or an occupation phase of a site whose main function is determined without level 1, 2 or 3 structure being clearly identified, use the appropriate keyword and add a comment in the 'Comment' section described in paragraph 6.2.4 if relevant.

A workshop identified as a pottery workshop on the basis of misfired pieces but without having found a pottery kiln can be given as an example.

- Unless an exception is made, use only a 'Main Structure'.
- Use the principles adopted for the examples in the following table to define the main structure:

Keyword	Use
Workshop	a. To be used to document a site where this is the main function. For example a pottery workshop, a metal workshop. b. For settlements that include buildings or rooms dedicated to crafts, select 'Settlement' and use the level 2 keyword 'Craft [Settlement]'.
Funeral / burial	a. To be used to document a site where this is the main function. b. For a settlement in which graves of new-born infants have been found, the main structure being 'Settlement', select 'Settlement' and use the level 1 keyword 'Foetus or neonate tomb [Funeral/burial]'.
Settlement	a. To be used also for storage pits found outside of any built structure.
Isolated artefact	a. To be used in its original sense. The following list gives some examples: <ul style="list-style-type: none"> <li>Artefact found fortuitously or out of context.</li> <li>Funerary stele or stele with inscription in reuse in Roman, medieval or other levels.</li> <li>Inscriptions (Celtic, Celtiberian, Iberian, etc.) found in Roman levels.</li> </ul> b. See also the recommendations under 4.1.f.
Shrine	a. To be used to document a site where this is the main function. b. For settlements that include buildings or rooms for religious use, select 'Settlement' and use the level 2 and 3 keywords associated with 'Shrine' to describe the buildings or rooms concerned.

### 6.4.2 Section 'Level 1'

The keywords to be used are in the DOCUMENTATION part of the application under the section 'List of coding tables'. In theory, the application provides all the needed keywords.

The following table gives some clarifications:

Keyword	To be used for documenting
Metal deposit	A concentration of metal objects found on an archaeological site; included under this keyword are deposits found in caches, deposits of objects found in settlement contexts, deposits found in sanctuaries or hillforts.
Coin deposit	Set of coins deposited in a single gesture, usually in a container, preserved or not. Coins found scattered in sanctuaries will be excluded.
Storage	The existence of silo or granary fields in settlements or the presence of silo fields or isolated storage pits outside settlements.

### 6.4.3 Section 'Level 2'

The keywords to be used are in the DOCUMENTATION part of the application under the section 'List of coding tables'. In theory, the application provides all the needed keywords.

### 6.4.4 Section 'Level 3'

The keywords to be used are in the DOCUMENTATION part of the application under the section 'List of coding tables'. By combining the main structures with the level 3 structures, there are 175 keywords available for level 3. In theory, the application provides all the needed keywords.

The following table gives some clarifications:

Keyword	To be used for documenting
Metallurgical furnace	Furnaces used for metallurgical activities: bronze-making furnaces, bloomeries, reduction furnaces, forge furnaces.
Cut off head / isolated skull	Findings of whole human skulls but also human or fragments of human mandibles.

## 6.5 Tab 'Archaeological materials'

The entry screen looks like this:

Editing of settlement # 19236

Location	General information	Dating	Structure	Archaeological materials
<div> <div>Artefact type</div> <div> Ring [Ornament] Bracelet, bracer, armilla [Ornament] Pin [Ornament] Spindle whorl [Tool] Pearl [Ornament] Cinerary urn [Container] Common / coarse pottery [Container] [add] </div> </div>				
<div> <div>Artefact category (without detail)</div> <div> Tool Ornament Container [add] </div> </div>				
<div> <div>Ecofacts and materials</div> <div> Ash Amber Copper-base alloy [add] </div> </div>				

Confirm entry of text - Quit settlement editing - Remove this settlement



It can happen that for a site or a state of occupation, only the description of the structures and not the description of the artefacts is available. This does not prevent the record from being completed, but will be indicated in the 'Comment' section described in paragraph 6.2.4.

The following paragraphs give the instructions applicable to the data input.

### 6.5.1 Section 'Artefact type'

The keywords to be used are in the DOCUMENTATION part of the application under the section 'List of coding tables'. The applicable rules are:

- Enter the different types of artefacts found on the site described in this record.
- Use the keyword 'Cinerary urn' in a funeral context only.
- List in the 'Comment' section described in paragraph 6.2.4 the types of artefact for which there is no corresponding keyword.

*Note: Agricultural tools in particular are often a problem because there is a wide variety of them. In addition, it is sometimes difficult to match the names by which they are known in different languages.*

- Use the definition in the following table:

Keyword	Scope of application
Metallurgical residues	All casting, forging and smelting residues. Applies to all metals.

### 6.5.2 Section 'Artefact category (without detail)'

The keywords to be used are in the DOCUMENTATION part of the application under the section 'List of coding tables'. The applicable rules are:

- Enter the different categories of artefacts found on the site described by this record corresponding to artefact types that cannot be entered using one of the proposed keywords but that can be categorized in one of the existing categories.

*Note: The artefact categories corresponding to the artefact types entered in paragraph 6.5.1 are not to be input as they are automatically entered.*

### 6.5.3 Section 'Ecofacts and materials'

The keywords to be used are in the DOCUMENTATION part of the application under the section 'List of coding tables'. The applicable rules are:

- Enter the various ecofacts found on the site described in this record. Ecofacts are materials from the animal, plant or mineral kingdom that have been taken by man from the environment and that have not been transformed by him into objects.
- Enter the different materials of which the artefact are made. The materials include those corresponding to:
  - The artefact types entered in paragraph 6.5.1.
  - Artefacts that cannot be entered using one of the existing keywords. Examples: iron rods, bronze plates, etc.

*Note: These rules do not apply to coins as the keywords relating to the materials of the coins exist under 'Artefact type'.*



- List in the 'Comment' section described in paragraph 6.2.4 the ecofacts and materials for which there is no corresponding keyword.
- Use the definitions in the following table:

Keyword:	Scope of application:
Shell (sea/river)	Shellfish (oyster, mussel, clam, etc.).
Shell	Snail, chicken egg, pigeon egg, ostrich egg, etc.
Isolated human bones	Scattered human bones found in non-funeral contexts.

## 7 Help from Other Users

At any time, a user may ask for clarification in case of doubt in an input transaction or on the scope of a particular keyword. The contact form ('Contact' link at the bottom of all screens) can be used. The generated message will be automatically sent to the persons designated as contacts for BaseFer. These persons will be able to help the user directly or direct him/her to another user.

## 8 Verification

Once a record is considered complete, a quick check of the record will be done. The purpose is not to redo the record but to eliminate the most obvious inconsistencies.

As a minimum, the following should be checked:

- All tabs on the record have been completed in accordance with this document.
- There is no obviously erroneous data, i.e. evident inconsistencies between data in the main structure and data in the level 2 and 3 structures. Some examples of such inconsistencies:
  - 'Hollow structure [Settlement]' or 'Pit [Settlement]' for a necropolis.
  - 'Hollow structure [Funeral/burial]' or 'Pit [Funeral/burial]' in a settlement in which there are no burial structures.
  - 'Hollow structure [Settlement]' or 'Pit [Settlement]' only, in a settlement where there are settlement pits and new-born infant burials in pits.

Use the checklist in Appendix B.

## 9 Updating Keywords

It is undesirable that the list of keywords in the BaseFer database is constantly evolving, in particular because of the difficulties in updating existing records.

However, it is possible for a user to request the creation of additional keywords when he/she notices the recurrent appearance of a type of structure or artefact or the one of ecofacts or materials. A fact (structure, artefact, etc.) is considered to be recurrent when there are ten (10) occurrences.

The contact form ('Contact' link in the 'HOME' part) is to be used to ask for the creation of a keyword. The request should include the proposed modification, the name of the keyword and a justification. The generated message will be automatically sent to the persons designated as contacts for BaseFer who will decide on the admissibility of the request and the follow-up to be given, in coordination with the person who made the request.

## Appendix A – Manual Data Entry Form

<b>BaseFer Record #:</b>			
<b>Country:</b>		<b>District:</b>	
<b>Ward:</b>		<b>Locality:</b>	
<b>Discovery by:</b>	<b>Year:</b>	<b>Type of archaeological work:</b>	
<b>Excavation:</b>			
<b>Bibliography:</b>			
<b>Comment:</b>			
<b>Typochronology:</b>			
<b>Dating - Beginning:</b>	<b>End:</b>	<b>Local typochronology:</b>	
<b>Main structure</b>	<b>Level 1 structure</b>	<b>Level 2 structure</b>	<b>Level 3 structure</b>
<b>Artefact type</b>	<b>Artefact type (cont'd)</b>	<b>Artefact category</b>	
		<b>Ecofacts &amp; materials</b>	<b>Ecofacts &amp; materials (cont'd)</b>
<b>Encoded by:</b>		<b>Date:</b>	

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## Appendix B – Checklist

Site record – Checklist				
Check points answered with a 'no' (N) should be corrected:				
Tab	Verification to be carried out	Par.	Y	N
General information	The section 'Bibliography' is filled in.	6.2.3	<input type="checkbox"/>	<input type="checkbox"/>
	The section 'Comment' is filled in.	6.2.4	<input type="checkbox"/>	<input type="checkbox"/>
Dating	If an interval dating is given, the typochnology brackets this interval as tightly as possible.	6.3	<input type="checkbox"/>	<input type="checkbox"/>
	The typochnology 'Iron Age [-1000, -27]' is not used.	6.3	<input type="checkbox"/>	<input type="checkbox"/>
Structure	At least one of the sections is filled in.	6.4	<input type="checkbox"/>	<input type="checkbox"/>
	If no sections are filled in, there is a comment that explains why.	6.4	<input type="checkbox"/>	<input type="checkbox"/>
	There is no obviously erroneous data.	8	<input type="checkbox"/>	<input type="checkbox"/>
Archaeological materials	At least one of the sections 'Artefact type' or 'Artefact category (without detail)' is filled in.	6.5	<input type="checkbox"/>	<input type="checkbox"/>
	If neither of the sections 'Artefact type' and 'Artefact category (without detail)' is filled in, there is a comment that explains why.	6.5	<input type="checkbox"/>	<input type="checkbox"/>