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GIORGIO BUCCELLATI
and
MARILYN KELLY-BUCCELLATI

IIMAS
FIELD ENCODING MANUAL
(NON-DIGITAL)

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The work is an index to Faulkner's *Concise Dictionary of Middle Egyptian*. It is intended as a useful tool for locating textual material for comparative research in Egyptian semantics, history, archaeology and religion. While it is restricted to a somewhat narrow linguistic period, ample space has been provided for the user to insert his own lexical material from other stages of the language or to add notes and comments or otherwise to flesh out its contents for his own purposes.

The dictionary uses only the translations given in Faulkner and only those words doubly underlined in the dictionary have, with few exceptions, been included. On the whole compounds and variant spellings have been omitted.

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1. Preface

Of the many interdisciplinary affinities of archaeology, one which is not perhaps generally appreciated or even made explicit is that with business administration. Yet, a goal-directed and efficient management of an archaeological operation is as important as the results of laboratory analysis, statistical computation, cultural elaboration, etc. If auditors are to be satisfied with our accounting for the evidence, and customers with the status of the goods delivered, if, on top of all, this has to be achieved in little time and with even less money—then effective management is truly an essential precondition to comprehensive analysis. Upstream of the computer there is encoding; and archaeological stratigraphic encoding is by necessity tied to the intrinsically ephemeral moment of discovery, more so perhaps than in any other discipline. To properly encode the volatile nature of the stratigraphic record as it is being disentangled, we need to monitor very closely the act of recovery. At the same time, monitoring should be sufficiently discrete so as not to become a source of disturbing static.

While the above is said tongue in cheek, the fact remains that the following instructions and forms must be taken seriously when in the field. More importantly, the forms should be viewed as a *structural* system of interlocking parts and *understood* as forming an organism. To be sure, it is an organism which is alive, therefore subject to change, at the very moment that it is being applied; but change will have to respect the internal physiognomy of the system and the structural interrelationship of the parts at the very moment they are seen to evolve.

As indicated in the title and subtitle, the present manual is directed toward the specific needs of an ongoing operation which does not have the benefits of a computer in the field—the excavations at Terqa. From this derive two significant limitations inherent in the manual. First, the formalization is essentially non-digital, it is based in fact on verbal categories which remain as close as possible to common sense values. The advantage of this is that the resulting field books can effectively be utilized in a manual fashion while still in the field, where we have no direct access to electronic data processing. Yet, the system is intrinsically predisposed to computerization, since categories and codes are explicitly defined in terms of a comprehensive structural system. Electronic data entry can thus be undertaken by means of simple and mechanical codes, since the basic conceptual scheme is already given; this may of course be expanded, especially in terms of typological classification—see for example, with regard to one class of artifacts, Gardin 1976.

The second limitation is that the system is idiosyncratic to Terqa, and, in the form in which it is presented here, it includes only the basic essentials, without any description of the operations, let alone an explanation of the rationale for the choices made. The reason we have nevertheless thought it worthwhile to publish this manual is that to our knowledge no comparable presentation of a recording system is available in print. There are manuals which describe various other aspects of field archaeology, from Hester, Heizer and Graham 1975 to Dever and Lance 1978 (to quote only two examples from the New and the Old World), but here as elsewhere the recording system is not presented with specific reference to concrete form samples and to the structure of the system as such. Naturally, because of its specific site orientation, the manual has value primarily as an example of a concrete working system. If it has some generalized value, it may be found in the effort to subsume the various aspects of field recording within the framework of an explicitly stated structural system.

The emphasis on recording, and specifically on form recording is prompted by two considerations. First, it is in the nature of forms to provide a channeled avenue for observation and recording: it is as if there were a monitoring device built into the moment of primary analysis, which warns of the potential elements present in the data. This heightens, on the one hand, the power of perception; it trains, on the other hand, our sensitivity for the structured universe into which the data fit. Concretely, this means that we are less likely to forget details or short circuit operations, and that we are more apt to gain a meaningful understanding

of the whole even while worrying about the parts. Obviously, forms should not become a mental straitjacket, hence the format allows for free-form observations, while in addition narrative descriptions are encouraged throughout as a supplement to the forms.

The second advantage of forms is that they provide a uniform organization of the data and, therefore, greater ease in the process of information retrieval. By its very nature, recording entails a fair amount of primary analysis; to the extent that this analysis is well articulated and its results readily available, the usefulness of the record is proportionately increased. The care in establishing discrete categories, the consistency which derives from matching the material against preassigned slots, the cross-referencing function served by the numerous indices—all this makes the completed record an organism with a clear logic of its own. As such, it can be used as an autonomous research instrument—autonomous, that is, from the persons who wrote it. The most important result of this approach is that assimilation of new data with the old is made much easier: the progress of the field work, from week to week and year to year, is matched by a proportionally clearer definition of the overall picture which emerges from the excavations. Another important result is that publication of site reports can take place at a relatively accelerated pace. Finally, as explained already in the first Preliminary Report (Buccellati and Kelly-Buccellati 1977, p. 12) availability of the record to interested colleagues on a limited access basis becomes all the more meaningful as the archive is built according to a specific code and maintains its own internal key to it. (For similar suggestions within a different archaeological context see G. J. Wainwright in Jefferies 1977, p. 2.)

The forms included in the present manual are by no means exhaustive—and we use in fact additional forms in the field which are not found here, e.g. for epigraphy, paleopathology or the regional survey. Nor are the instructions comprehensive: rather they are succinct and often in outline form. It is hoped, however, that we have succeeded in bringing out the overall structure of the system. In keeping with the character of the series *ARTANES*, this is meant as an aid for archaeologists who are already engaged in field work, not as a how-to manual for operational procedures, nor as an essay on theoretical presuppositions (on the latter, I am preparing a volume which will appear under the title *A Critique of Archaeological Reasoning: An Essay on Structural Archaeology*).

Within these limitations, we hope it will contribute in some way to heightening the archaeologist's concern for methods of documentation as well as encouraging the publication (possibly in this same series) of alternate approaches.

The acronym IIMAS on the title page stands for *International Institute for Mesopotamian Area Studies*, a newly established research foundation which has as its aim to develop an integrated methodological approach to the study of Mesopotamian civilization, from recovery and documentation to analysis and publication.

The authors are indebted to many for access to forms used by other projects—notably those of the Korucatepe Expedition, the Archaeological Survey (UCLA), and the University of Arizona at Tucson. But primarily this manual is the direct outgrowth of our own field work, and it has especially benefitted, intellectually and materially, from resources of the Joint Expedition to Terqa—which has been made possible in the past by joint grants from the Ambassador International Cultural Foundation and the Samuel H. Kress Foundation, and in 1978 by a grant from the Ambassador International Cultural Foundation. The manual is also especially planned for the purposes of the UCLA Field School, which operates in conjunction with the Expedition with special student support from the Chancellor.

Giorgio Buccellati

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TPR

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2. System's Configuration

2.1 Principles

The data flow originated by the excavation goes through three major sequences: stratigraphic (sorting by depositional context), typological (sorting by morphological attributes), and integrative (sorting by cultural context). The system described in this manual refers only to the first two sequences; the third sequence does not normally take place in the field, except for a minimal part, and is rather left for later analysis in function of publication.

One purpose of the system is to provide a framework within which every single aspect of the record has its proper place. The configuration of the system as described herein serves as the code for both the execution of the field record (encoding) and its subsequent utilization (decoding). The concrete embodiment of the system is the archive.

The first major sort is by books and files (listed on FFB, below p. 24). Of these the first three items pertain to the stratigraphic sequence, items 4 through 10 pertain to the typological sequence, and items 11 through 15 are mixed. Each book or file is a physically discrete entity, consisting of one or more volumes (notebooks) and one or more drawers. Concretely, this means that at the end of the season there will normally be at least one volume or drawer for each one of the 15 items, except where certain categories may be missing (e.g. epigraphy) or a certain record may not have been kept (e.g. impressions, molds or casts). Some of these items are normally inclusive of several books, thus typically item N. 3- Square's Journal and Topical Book: for each square there will be, as a rule, one book.

Each book or file is further sorted into chapters, as outlined in FFCa-b.

The checklist FFB provides a systematic table of contents of the entire archive. The checklists FFCa-b provide a systematic table of contents of each book or file. For topical cross references within the system numerous indices are provided.

Most of the data entry is in free form within each field as given in the forms. Where a ranking order is relevant, it is so indicated (see especially below 3.2).

2.2 Elements

2.2.1 Definitions

- Chronicle:* an account of events, in chronological order, not pertaining to either stratigraphy or typology.
- Journal:* an account of events, in chronological order, pertaining to either stratigraphy or typology.
- Index:* sorting by typology and chronology of data contained in books or chapters.
- Register:* sorting, by typology and chronology, of data from an entire season.
- Record:* analytical and analogical representation of the data.
- Designation:* verbal labeling of the data by basic morphological traits.
- Description:* verbal representation of the data.

2.2.2 Symbols

□	LO	locus
○	LV	level
—○—	SR	stratum
≡○≡	PH	phase
△	MI	movable item
φ		photograph number within excavation unit
>		elevation
→		direction of photograph
+→		north
◇		footnote number in section and floor plans referring to natural elements
◇—		footnote number in section and floor plans referring to cultural elements
◇		footnote number in section and floor plans referring to volumetric elements

2.2.3 Abbreviations

-#	recorded artifact (e.g. TQ3-1)	LV	level
AG	aggregate	MI	movable item
AP	architectural plans	MP	municipal project
AR	area	PC	palace
AS	assemblage	PD	pottery decoration type
-B#	recorded bones (e.g. TQ3-B1)	PF	pottery form type
BL	bone lot	PH	phase
BR	burial	PI	pit
CF	chance find	PL	pottery lot
FA	floor, type A	PV	pavement
FB	floor, type B	PW	pottery ware type
FC	floor, type C	QR	Qraya
FD	floor, type D	RM	room
FF	field form	-S#	recorded sample/specimen (e.g. TQ3-S1)
FI	field instructions	SF	surface find
FL	floor	SG	sounding
FT	feature	SP	surveying plans
GS	general surface	SR	stratum
HS	house	ST	structure
LB	lense, type B	SU	stationary unit
LC	lense, type C	T#	recorded text (e.g. TQ3-T1)
LD	lense, type D	TP	temple
LE	lense	TQ	Terqa
LK	link level	-U#	unrecorded artifacts (e.g. TQ3-U1)
LL	lithic lot	WL	wall
LO	locus		
LS	link stratum		

2.3 Operations

All forms are printed with one self-carbon, except for FF50 and FF70-75, which have three. All forms with one self-carbon are filled out by hand in the excavations; a second copy of these forms is then typed in the field house. All drawings are photoduplicated in the field house. The forms with three carbons are typed directly in the field house. (Practical remarks: Write clearly in black ballpoint pen, not pencil, and on one side of the page only.) The end result is thus of four generations (or more), as follows:

- A. manuscript original
- B. manuscript copy
- C. typed original
- D. typed copy
- (M. microfilm of typed original)
- (X. photocopies of typed original)

Normally, generations A and C are stored in the central IIMAS archive; B in the field house; D in the Museum which houses the finds; M and X are used for IIMAS research stations. Generation C will always contain the best and most complete record.

The *Checklist of Books and Files* (FFB) serves as the table of contents of the system, and is placed at the beginning of Volume 1.

The *Checklist of Chapters* (FFCa-b) serves as the table of contents of each volume and is placed at the beginning of every volume.

3. Stratigraphic Record

3.1 Principles

The goal of archaeology as stratigraphic analysis is to understand and record the process of cultural deposition. To this end, the accumulation of cultural debris is subdivided into discrete volumetric units, which may be nested into one another or may intersect one another in a variety of ways. They all must, however, be susceptible of reciprocal volumetric correlations, which are normally established by means of triangulation. Diagram 1 provides an example of the stratigraphic model with which we operate; its component elements will be clarified in the following section.

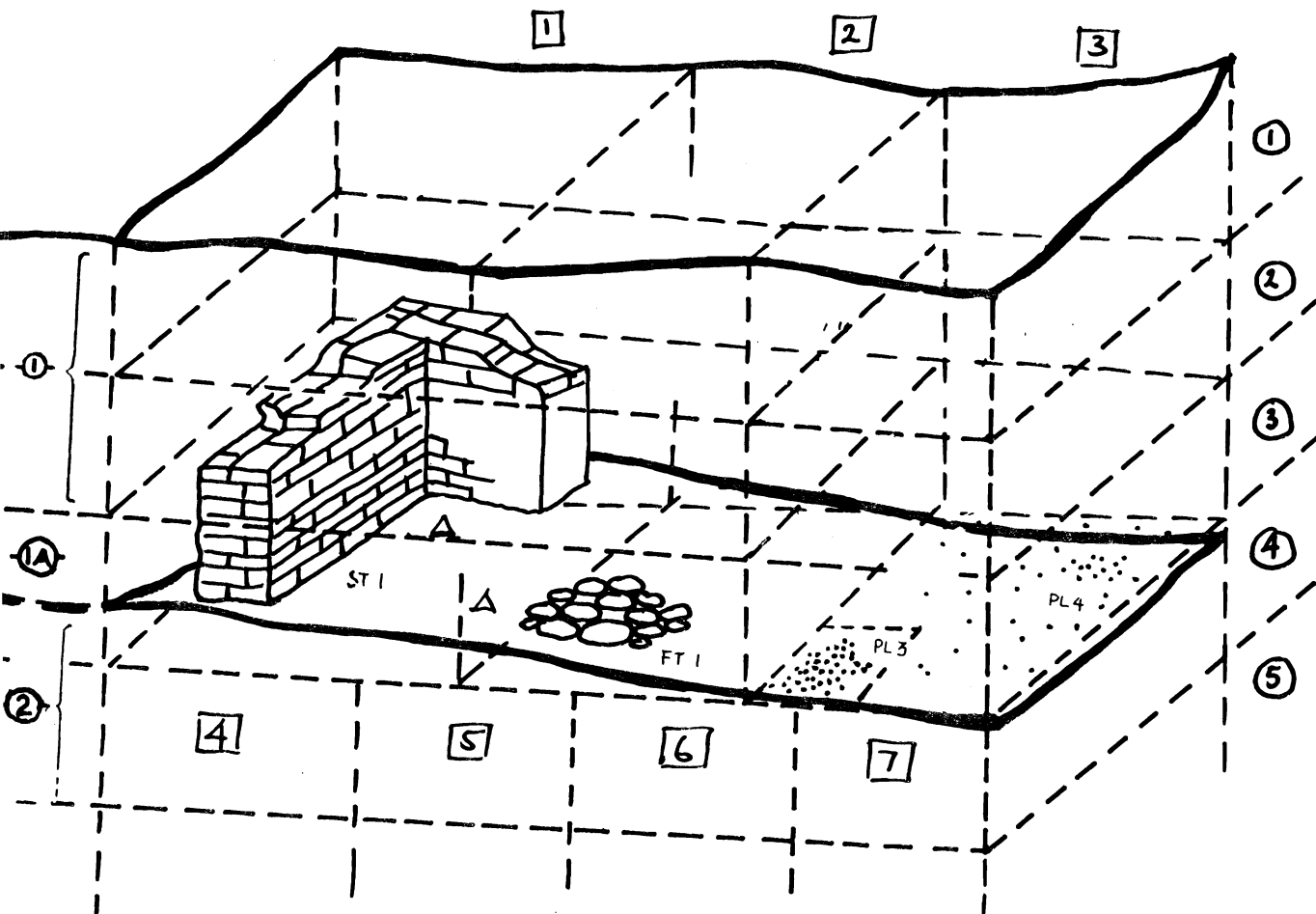


Diagram 1. Sample of volumetric unit

There are three different aspects to stratigraphic analysis:

- culture-free:

volumetric elements—e.g., level

natural elements—e.g., clay
- culture-bound:

cultural elements—e.g., brick

Diagram 2

Section through stratigraphic unit showing volumetric elements.

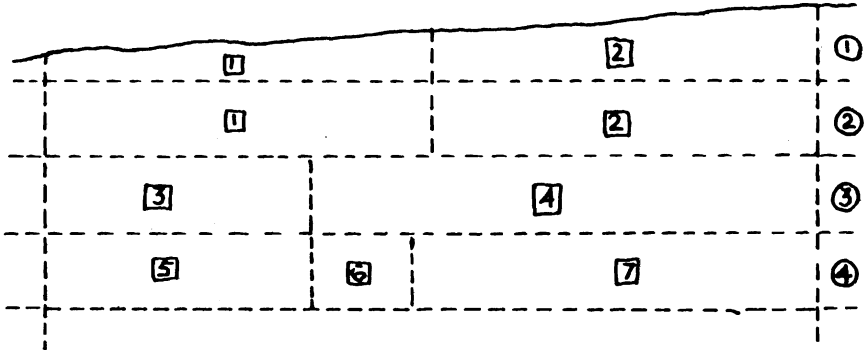


Diagram 3

Section through stratigraphic unit showing natural elements.

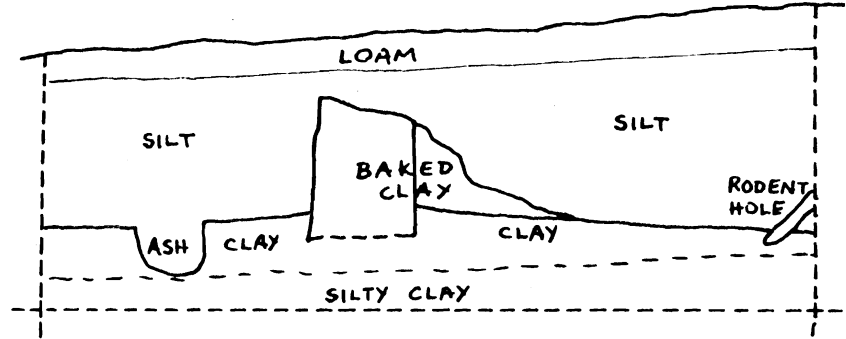
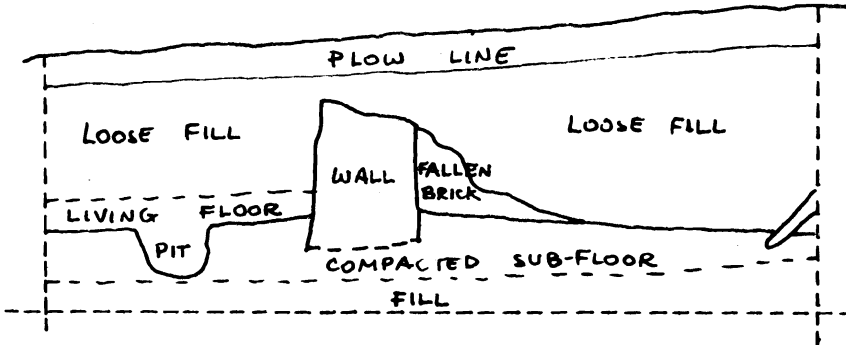


Diagram 4

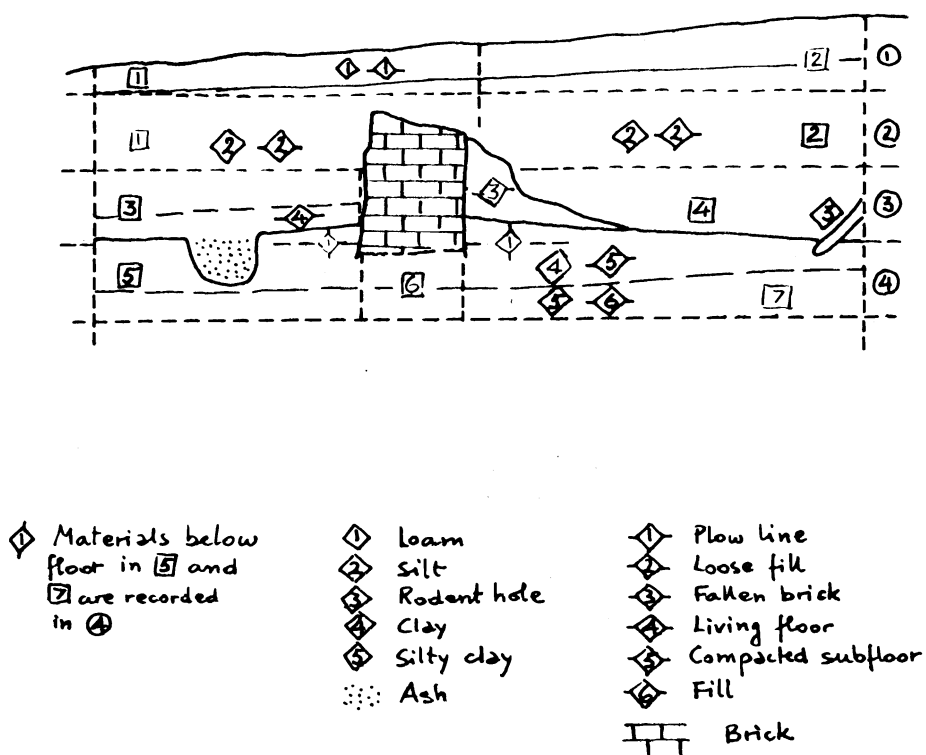
Section through stratigraphic unit showing cultural elements.



These are all coterminous, i.e. they are all present at all times. They may be represented as sections corresponding to the sides of stratigraphic units (baulks), for which see diagrams 2-4.

The distinction between culture-free and culture-bound aspects is essential to the system. "Culture" refers here to the culture from which the data originated, not to the culture of the observer. It is imperative that the three levels of analysis not be confused in the course of the excavation or of the recording, even though it is quite possible to shift from one to the other. It is normal in fact that a section of the type described above be produced in such a way as to combine the three aspects into a single graphic rendering. To retain the three aspects discrete even when they have been so telescoped one uses special graphic symbols and/or special symbols for footnotes:

Diagram 5: Section through stratigraphic unit showing combination of volumetric, natural and cultural elements.



The distinction between culture-free and culture-bound aspects is also represented in the excavations by means of symbols placed on the sections (baulks). Linear components of cultural and natural elements are represented by means of strings. Labels for cultural, natural and volumetric elements are in different colors. Note that volumetric elements are “declared,” while cultural and natural elements are “found.” In principle, volumetric elements are to be kept small; lots, for instance, will never be contained in more than one bag, and will never span more than one day.

Designations for stationary units do not normally change with change of level. Use only level designations to refer to sequence of excavations bands, not depth in centimeters from the surface.

“Association” is a key notion in stratigraphic analysis. There are many degrees deriving from the depositional factors which condition it: thus an association may be intentional or accidental, intrusive (one element is almost totally surrounded by another—e.g., a jar sunk into a floor) or peripheral (two elements are only in partial contact—e.g. a jar resting on a floor), integral (two elements are necessary and reciprocal correlates—e.g. a jar and a lid) or collateral (two or more elements are part of an open set—e.g. several jars in a storage area). The generic term for these different types of association is “aggregate,” which is considered a feature (see below, 4.1). Aggregates are used at will and serve as a quick reference to associations: whenever an aggregate number is given for a movable item, the latter is placed immediately in its stratigraphic context. Aggregates are indexed as part of the Feature system.

3.2 Elements

3.2.1 Definitions

Volumetric elements: culture-free parameters imposed on cultural accumulation for the purposes of recording spatial relationships.

Natural elements: data present in the cultural accumulation, identified in terms of culture-free categories. The depositional history of these elements may in turn be culture-free (e.g., windblown sand, rodent holes) or culture-bound (e.g., ash resulting from controlled fire, clay baked to make bricks).

Cultural elements: data present in the cultural accumulation, identified in terms of culture-bound categories (e.g., fire pit, brick wall, fill).

Stratigraphy: spatial relationships of cultural and natural elements, analyzed within volumetric elements, in function of their reciprocal depositional history.

SG *Sounding:* archaeologically controlled excavation unit, not related to site grid system.

A01- *Quadrant:* archaeologically controlled excavation unit, related to site grid system.
Z25

Square: sounding or quadrant.

AR *Area:* composite of squares.

MP *Municipal Project:* archaeologically uncontrolled excavation, conducted for specific public purpose (i.e., not for pot-hunting).

○ LV *Level:* volumetric unit with minimal vertical axis (normally 25 cms.), culture-free.

□ LO *Locus:* volumetric unit with minimal horizontal axis, culture-free.

LK *Link level*: intersquare volumetric unit, linking two or more levels.

○ SR *Stratum*: minimal unit relating spatial elements in terms of temporal sequence (culture-bound); identified by (alpha)numeric code.

LS *Link stratum*: intersquare unit, linking two or more strata.

○ PH *Phase*: intermediate unit relating spatial elements in terms of temporal sequence.

Horizon: maximal unit relating spatial elements in terms of temporal sequence.

ST *Structure*: stationary cultural unit of excavation, suitable for human circulation internal to it—e.g., a public or private building, or a street, sufficiently preserved to determine circulation.

FT *Feature*: stationary cultural unit of excavation, not suitable for human circulation, or not sufficiently preserved to determine circulation—e.g., an oven, an isolated wall, a burial, etc.; also used for aggregates.

NOTE: Structures and features are stratigraphic notions to the extent that they serve as frames of reference for excavation, in the sense that they serve as sorting keys for other stratigraphic data. They are typological notions to the extent that they are considered as constructions.

MI *Movable item*: artifact or specimen whose position is triangulated individually.

Lot: scatter (occasionally an aggregate) of artifacts or specimens, with triangulation of area where they occur collectively; sorted typologically.

AG *Aggregate*: a cluster of movable items arranged stratigraphically as the result of depositional process.

Scatter: a group of movable items without apparent intentional clustering.

Association: depositional phenomenon constitutive of an aggregate.

GS *General Surface Find*: movable item, not found in controlled excavation, location unknown.

SF *Surface Find*: movable item, not found in controlled excavation, not triangulated, but location generally known.

CF *Chance Find*: movable item, not found in controlled excavation, triangulated on the basis of reported information.

> *Elevation*: measurement from datum point.

→ Place from which, and direction in which, photograph is taken.

+> North.

3.2.2 Ranking Order

Given a string of stratigraphic elements, each item within the string sorts by the first item of the string. String hierarchy is defined by:

1. single space between items
2. dot between items
3. parentheses around items

Examples:

SG4 ④ ST4 FT1 3 : every item refers to SG4

SG4 ④ ST4.FT1. 3 : level 4 and ST4 refer to SG4, FT1 and 3 refer to ST4

SG4 ④ ST4.(FT1. 3) : level 4 and ST4 refer to SG4, FT1 refers to ST4, 3 refers to FT1.

Note that numbers are always immediately contiguous to alphabetical symbols.

3.3 Operations

3.3.1 Verbal and Graphic Record

The Introduction and the Chronicle (Chapters 0; 1) are in free form. The Introduction contains background material such as the following:

- names of all individuals who contribute to the archive;
- their initials and signatures;
- a sample of their handwriting (other than the signature);
- datum points.

The Chronicle refers to events extrinsic to the stratigraphic record as such, but concurrent with it and therefore potentially useful, such as:

- weather;
- number of workmen;
- visits.

Each day's work requires entries in the journal and in the indices, according to the proper forms.

Data are entered in the analytical sequence in the measure in which individual items are excavated. Thus a burial will be recorded both as part of the journal (where one will refer to associations, stratigraphic reasoning, etc.), and through the pertinent analytical forms (FF33a-c, where one will describe the various aspects of the burial in a structural fashion).

The Summary in the synthetic sequence is in free form. Here, the basic sorting criterion is by strata: important Stationary Units and Movable Items are described in their broad stratigraphic association, so as to present a comprehensive account of the depositional process. Structural and cultural interpretations may also be added as desired. Normally, summaries are first presented orally at the site, and the final writing will benefit from the observations of the participants.

A set of floor plans for each level is prepared on transparent paper, so that the stratigraphic build-up may be followed more easily. (This is for generation C only; the other generations have simply a photocopy of the tracing.)

On field drawings (FF2a) be sure to change scale and orientation if warranted. Give relative elevation of all features in floor plans. All elevations are presumed to be taken from a single datum point, specified in the Introduction; if given elevations are measured otherwise, make sure to so indicate.

3.3.2 Photographic record

The following types of photographs are available:

1. *Black and white negatives*: taken by photographer, kept for file (Chapter 80)
2. *Black and white contact prints*: three copies printed for all negatives and
 - (a) arranged chronologically by photographer (Chapter 81);
 - (b) arranged topically by supervisors and kept by supervisors and
 - (c) by the director (Chapter 82)
3. *Black and white enlargements*: two copies printed for selected negatives, arranged topically by supervisors and kept
 - (a) by supervisors and
 - (b) by director (Chapter 83)
4. *Color negatives and prints*: taken by photographer for highly selected stratigraphic settings or artifacts (Chapters 84 and 85)
5. *Color slides*: taken by photographer and arranged topically (Chapter 86)
6. Specialized record (Chapters 87-89).

For types 3 and 4, supervisors will enter special comments on the transparent plastic sleeves in which prints are filed, highlighting features and problems.

Whenever there is only one copy, photographs belong to generation C. The second copy of black and white contact prints and enlargements belongs to generation B. The first copy of black and white contact prints (Chapter 81) also belongs to generation C.

4. Typological Record

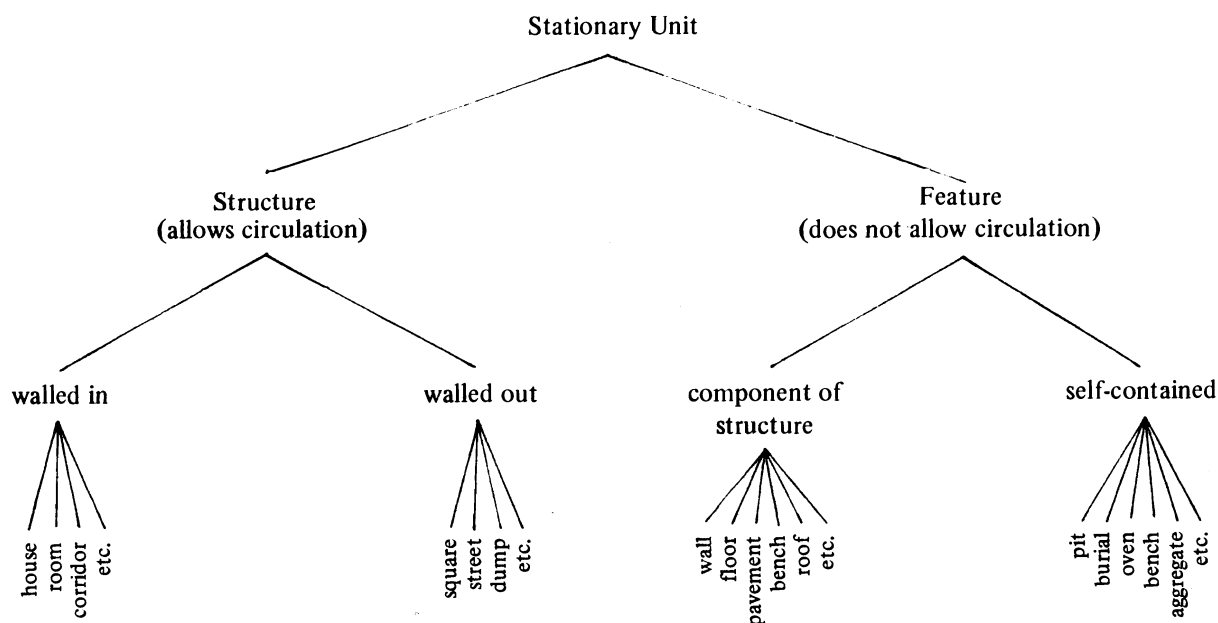
4.1 Principles

The items extracted from the stratigraphic record are further analyzed in terms of both their individual characteristics and their relationship to other items sharing similar characteristics. They thus come to constitute types or classes; the corresponding analysis is called typological, and the inventory based on this analysis constitutes the typological record.

Typology is based on a variety of criteria, ranging from shape, material, or color to function or original source. Depending upon the number and the nature of attributes which can be identified in a given item, we can obtain different degrees of specificity in our designation of that item. The typological record of an excavation tends to remain at a low level of specificity, since recognition of more differentiated clusters of attributes is the result of further comparative study, which is properly reserved for the integrative sequence. We will outline here some of the basic criteria used in obtaining designations from the least specific (or generic) to more specific degrees.

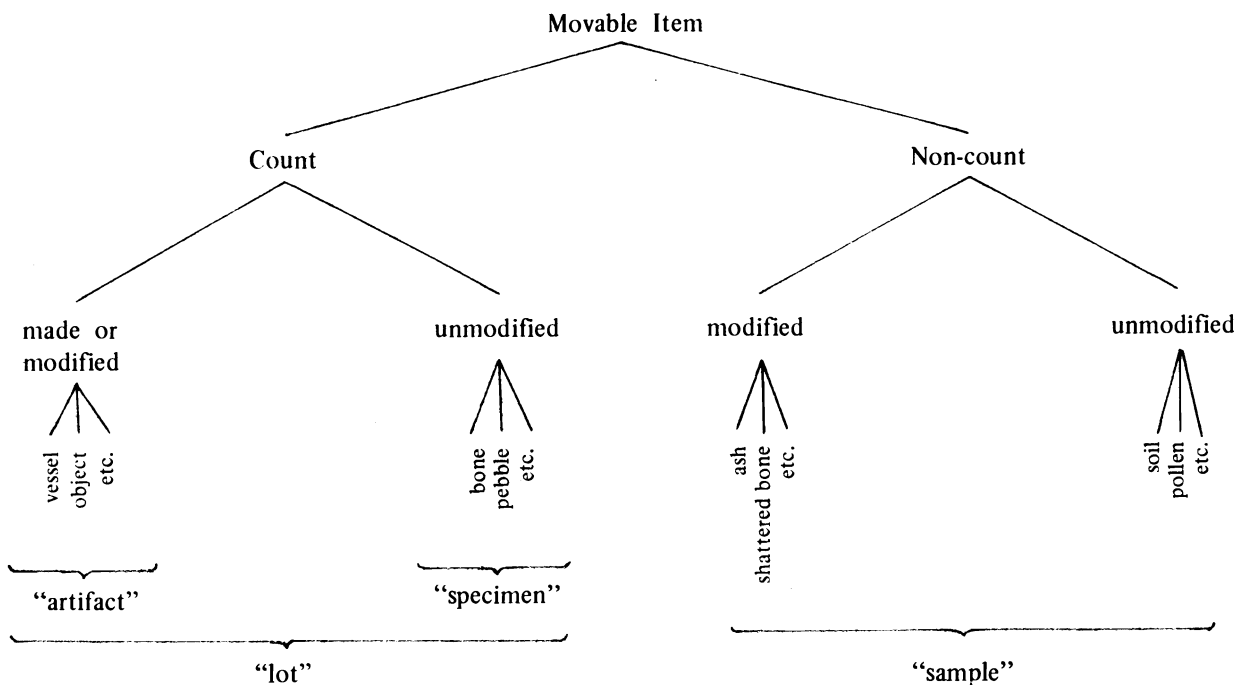
The primary distinction is between stationary units and movable items. It refers to the original intent behind the manufacture: a wall is stationary even though it can obviously be dismantled and thus moved.

Within stationary units, the primary distinction is in terms of (human) circulation—which is either possible (Structure) or not (Feature). Thus defined, “Structure” refers also to areas only indirectly related to walls or other constructions: a street or an open area may be considered as a “walled out” structure with regard to urban structures. Features, in turn, may be self-contained or integral components of structures. Further degrees of specificity for both structures and features may be obtained with reference to the nature of circulation, the type of activity, etc. These relationships may be represented by means of the following tree:



Note that an aggregate (defined above in 3.2) is considered a feature: even though it may consist exclusively of movable items, their clustering as such is considered stationary. Beside serving a stratigraphic purpose (in that it indicates various types of stratigraphic association), an aggregate may have typological value if the conditions for clustering are not accidental but intentional.

Within *movable items* the primary distinctions are in terms of whether a count is possible or not (without laboratory analysis), and whether the item has been modified or not. The specific terminology used to refer to these categories is conditioned by stratigraphic considerations, as shown in the tree below:



Further degrees of specificity in identifying movable items may be obtained in terms of morphology (e.g., whether or not they are meant to contain other items), size (and relative handling characteristics), nature of energy expenditure (e.g. whether a tool is for cutting or pounding), nature of intended social use (e.g. whether a ring is to be worn on a finger or to hang from a chain).

Items are normally referred to by means of common sense terms to which a specific value has been assigned. When specific values cannot be differentiated lexically (i.e. when a single word covers a range of clearly distinct meanings), the homonyms are identified by markers, as in the case of a “floor” (see below, 4.2).

4.2 Elements

4.2.1 Stationary Units/Generic

- ST *Structure*: space defined by constructions and suitable for human circulation internal to it—e.g., a public or private building, a street, sufficiently preserved to determine circulation.
- FT *Feature*: construction not suitable for human circulation, or possible structure not sufficiently preserved to determine circulation, e.g. an oven, an isolated wall, a burial, etc.; also used for aggregates.

NOTE: Structures and features are typological notions to the extent that they are considered constructions of a certain type; they are stratigraphic notions to the extent that they serve as frames of reference for excavation.

SU/First Degree of Specificity

Structures defined in terms of space delimitation (walls and roof) and circulation, e.g.:

RM *Room*: a roofed structure of medium size serving as arrival point of circulation.

Hall: a roofed structure of large size serving as arrival point of circulation.

Courtyard: unroofed structure surrounded by roofed structures having access to it.

Corridor: a roofed structure of rectangular size with at least two doors serving exclusively to provide access.

Features defined in terms of form, material, type of construction, means of access, etc.; e.g.

PI *Pit*: a cavity sunk perpendicular to a floor and below it, with access from the floor.

PV *Pavement*: a floor defined structurally by bricks or tiles.

FL *Floor*: a compacted flat surface at the bottom of structures or features.

FA *Floor A*: surface compacted artificially, primarily as a result of walking (e.g. beaten earth floor in a room).

FB *Floor B*: surface compacted artificially, partly as a result of walking (e.g. beaten earth in a dump area).

FC *Floor C*: surface compacted artificially not as a result of walking (e.g. bottom of a kiln).

FD *Floor D*: surface compacted naturally (as in “valley floor”).

LE *Lense*: same as floor, but of small size.

NOTE: In every case, the terms *floor* and *lense* refer also to the subfloor which results from compaction.

SU/Second Degree of Specificity

Structures or Features defined in terms of activities intended (presumed), e.g.:

Kitchen: room for food preparation.

Storeroom: room for storing supplies.

House: cluster of rooms, etc., for family dwelling.

Palace: cluster of rooms, etc., for dwelling of a large group and for public services.

Temple: cluster of rooms, etc., for cultic purposes.

Bin: enclosed area for storing supplies.

Oven: fire chamber with platform for baking.

Burial: enclosed area for inhumation.

Features defined in terms of intended (presumed) nature of energy expenditure, e.g.:

Foundation: lower support of wall.

Buttress: side support of wall.

4.2.2 Movable Items/Generic

Artifact: any movable man-made or man-modified item.

Specimen: any movable, natural, unmodified item of a count class (e.g., bone, pebble).

Lot: group of artifacts or specimens (triangulated for overall area where group occurs).

Sample: natural quantity of a non-count class (e.g., soil, pollen).

Vessel: artifact whose generic function is to serve as a container (other than baskets). Note the term "vessel" is extended to include pottery objects analogous to vessels in the technique of manufacturing, e.g., pot stands, drains, etc.

Object: any artifact other than vessels.

MI/First Degree of Specificity

Vessels are defined in terms of accessibility to content and portability of vessel, for instance depending on whether the content is poured or scooped out, and whether the vessel can be held in one hand or needs two. These considerations may be linked to relative and absolute size measurements which are summarized in the following chart (from *TPR* 4, p. 14).

Designation	Formal Characteristics				Designation	
	Measurements		Measurements & Profile*			
	Size**	Proportions	Size**	Proportions		
		R = H		R = H		
JARS	large	50 - 135	1½ - 4 = 1		large medium small } GOBLETS	
	medium	27 - 41	1½ - 3 = 1			
	small	15 - 25	1½ - 2½ = 1	14 - 17		1½ - 2 = 1
	miniature	5 - 8	1½ - 2 = 1	9 - 14		1¼ - 1¾ = 1
			7 - 8	1 - 1½ = 1		
BOTTLES		16 - 18.5	3 - 3½ = 1			
POTS	large	42 - 44	1 = 1			
	medium	20	1 - 1⅓ = 1			
	small	11 - 13	1 = 1 - 1⅕			
DEEP BOWLS		20 - 22	1 = 1½ - 2			
SHALLOW BOWLS	medium	8 - 10	1 = 2 - ¾			
	small	3 - 6.5	1 = 2 - 3½			
PLATTERS		3 - 8	1 = 4 - 8			

*Profile definition is not given in this chart. For the underlying concept see *TPR 4*, p. 12.

**Height range in centimeters.

**Chart 1. Parameters for Typological Classification
of Second Millennium Vessels
at Terqa**

Objects are defined in terms of shape, representational connotations, etc., e.g.:

Ring

Sculpture

Figurine

Specimens and Samples are defined in terms of their chemical and physical properties, e.g.:

Molten clay

Charred wood

Organic wash

MI/Second Degree of Specificity

Vessels are defined in terms of intended (presumed) nature of content, e.g.:

Spice jar
Perfume bottle

Vessels/objects are defined in terms of intended (presumed) activity, e.g.:

Measuring bowl
Toy wheel
Spindle whorl
Cultic statue

Specimens/Samples are defined in terms of underlying chemical transformation, activity setting, etc., e.g.:

Kiln waster
Hearth deposit
Kitchen midden

4.3 Operations

Designations of stationary units and movable items are always susceptible to change, as both the excavation and the typological analysis progress. Stationary units may have a different configuration as a result of a larger exposure; new numbers should be assigned to them when they have been redefined so extensively as to change the nature of the original conception—e.g., a fire pit which, with further excavation, is seen to be a kiln.

Movable items obtain different sets of numbers, depending on the sequence in which they are integrated, specifically:

\triangle	TQ4-	DeZ	TPR	TFR
Excavation	Field Register	Museum Deir ez-Zor	Terqa Preliminary Reports	Terqa Final Reports

The indices provide space for the necessary updates.

Within the Register there is a series of Unrecorded Artifacts, designated by the label TQ-U (Chapter 51). These are artifacts which do not go through the recording process (verbal description, drawing, photograph), generally because they belong to a type already well documented. They are only registered with full stratigraphic identification and deposited in the Museum.

The drawings have as a primary purpose to provide a graphic rendering of all pertinent measurements, extrapolating from measurements actually taken to the ones supplied visually by the draftsman. It is only secondarily that drawings provide a real-life representation of the item—which is instead the primary purpose of photography. As a result, drawings should contain as many cross-sections as desirable, but no shading or other devices to provide a three-dimensional feeling.

CHECKLIST OF BOOKS AND FILES

Number of Volumes/Drawers	
	Stratigraphic
	1. Season's General
	2. Area Journal and Topical
	3. Square's Journal and Topical
	Typological
	4. Master Register
	5. Architectural Record
	6. Vessel Record
	7. Object Record
	8. Epigraphic Record
	9. Miscellaneous Record
	10. Tabulation Record
	Mixed
	11. Negatives and Contact Prints—Chronological
	12. Contact Prints—Topical
	13. Enlargements—Topical
	14. Slides, Stereo Pairs, Motion Pictures, Holographs
	15. Impressions, Molds and Casts

Volume

[illegible]

1. Field Encoding Manual
2. Checklist of Books and Files (FFB)
3. Checklist of Chapters (FFCa-b)

Chronological Sequence: A. Substantive

0. Introduction
1. Chronicle
2. Director's Journal (FF2)
3. Area Director's Journal (FF3)
4. Supervisor's Journal (FF4a-c)
5. Tape recordings

Chronological Sequence: B. Indices

Stationary units:

10. Index of levels (FF10)
11. Index of loci (FF11)
12. Index of structures
13. Index of features
14. Index of burials
15. Photographic index (FF12)

Movable items:

20. Index of artifacts, specimens, samples (Δ) (FF20)
 21. Index of pottery lots
 22. Index of bone lots
 23. Index of lithic lots
 24. Index of other lots
- (FF21)

Analytical Sequence:

30. Locus record (FF30)
31. Feature record
32. Structure record } (FF31)
33. Burial record (FF33a-c)
34. Sample record (FF34)
35. Specimen record
36. Soil record (FF36)

Synthetic Sequence:

40. Summary
41. Overall floor plans
42. Overall sections
43. Concordance by strata (FF41)
44. Selective typological index (FF44)

Chapter	Master
pp.	pp.

[illegible]

drawer

Chapter	Master
pp.	pp.

[illegible]

Master Register

- 50. Recorded artifacts
- 51. Unrecorded artifacts
- 52. Specimens
- 53. Samples
- 54. Tablets and epigraphic data
- 55. Photographic register (FF55)
- 56. Cinematographic register

Stationary units:

60. Site maps
61. Architectural notes
62. Architectural plans
63. Reconstructions

Movable items:

70. Vessel record (including drawings) (FF70)
71. Object record (including drawings) (FF71)
72. Epigraphic record (including autographs)
73. Miscellaneous record
74. Restoration record (FF74)
75. Tabulation of pottery lots (FF75)
76. Tabulation of other lots

D. Combined Record

Analogical Sequence:

Two-dimensional:

80. Black/white negatives
81. Black/white contacts—chronological sequence
82. Black/white contacts—topical sequence
83. Black/white enlargements (and Polaroids)
84. Color negatives
85. Color prints
86. Color slides
87. Stereo photographs
88. Holographs
89. Motion picture and sound

Three-dimensional:

- | | |
|-----------------|--------|
| 90. Impressions | drawer |
| 91. Molds | drawer |
| 92. Casts | drawer |

[illegible]

Number of men working: _____

Weather: _____

Recorder: _____

Area _____

Number of men working: _____

Date: _____

[illegible]

Recorder: _____


SUPERVISOR'S JOURNAL – A
SKETCH PLAN AND SECTION

Square _____

Date _____

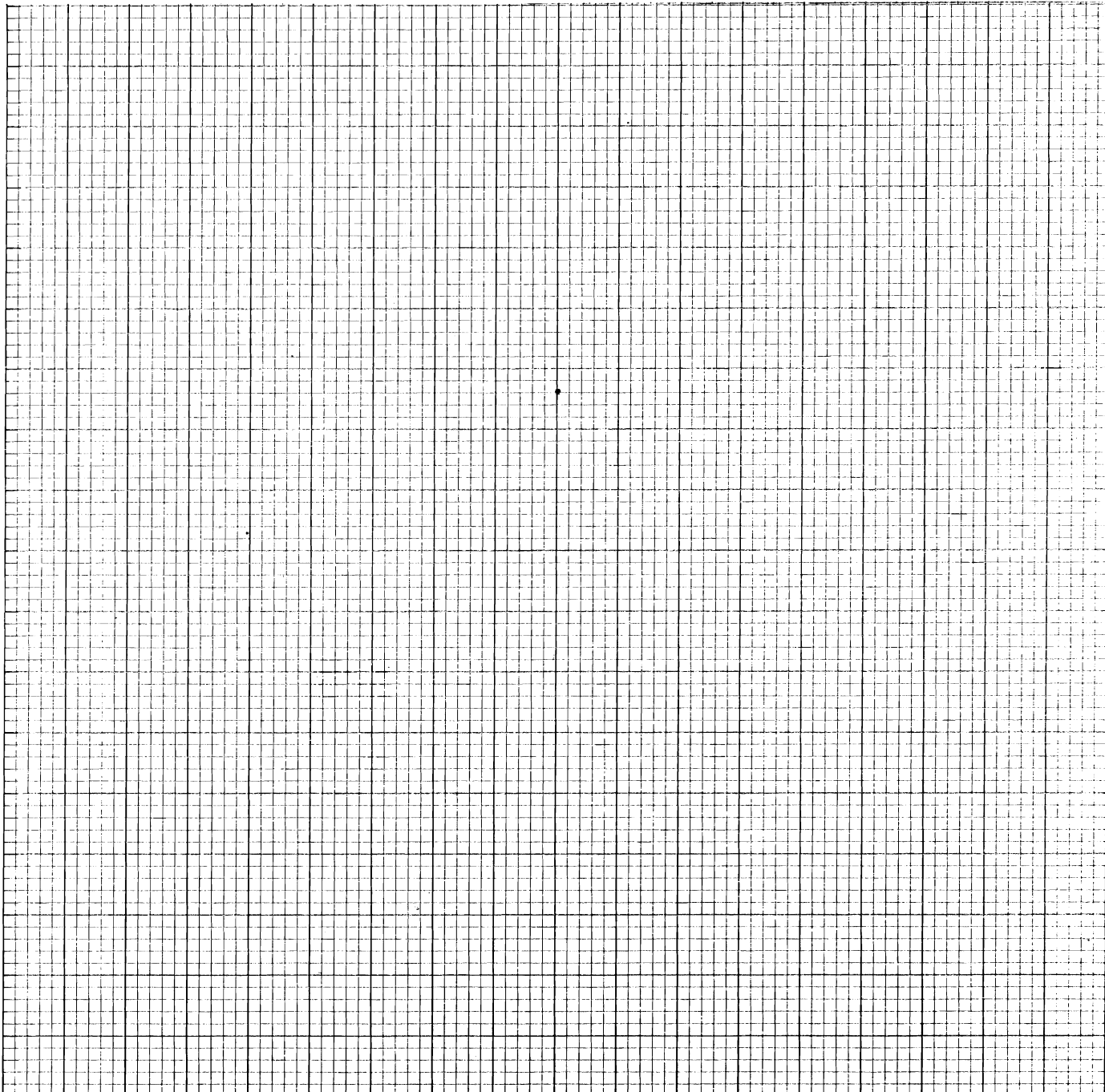
Initials _____

Scale ☐ 1:25 (4 cm = 1 m)
☐ other: _____

Orientation ☐ 
☐ other: _____

Datum point ☐ normal
☐ other: _____

Complete this form daily. Show entire square, area worked, stationary units and find spots of movable items. Give all pertinent elevations. Indicate photographs taken by ϕ number as well as their orientation.



SUPERVISOR'S JOURNAL — B
(Square _____)

Chapter 4, p. _____

Master p. _____

LIST OF MOVABLE ITEMS

Recorder _____

Date _____

Strati- graphy						
PL						
BL						
LL						

Stratigraphy	△	Description

Remarks:

SUPERVISOR'S JOURNAL – C
(Square _____)

DESCRIPTIVE DATA

Describe levels and loci declared or continued, stationary units uncovered, continued or redefined, movable items found, nature of elements (e.g., soil color and consistency). If photographs are taken, give fuller description here than is possible in photographic index. Write in outline form, with separate paragraphs for each item, and underline key words in each paragraph.

[illegible]

[illegible]

INDEX OF STATIONARY UNITS

Square

ST____
FT____

Specific Label

Identification
(Designation, location, associations)

LV
O

SR
—○—

Noted on Maps
(by Chapter pages)

Day
Found

Day Torn Down

Record

(Square _____)

Master p. _____

[illegible]

Pottery

Chapter _____, p. _____

Bones

Master p.

Lithic

other _____

Square

[illegible]

LOCUS RECORD

Area _____ Square _____ Level(s) _____ Stratum/a _____ Locus

☐ Preliminary / ☐ Final

Date _____

View

BW

Color

Photographs _____

Sections _____

Plans _____

Isometric _____

- Description:
1. Volumetric data: levels, strata, horizontal definition.
 2. Stratigraphic reasoning: purpose of probe and consequent results
 3. Cultural inclusions: stationary units, movable items
 4. Natural inclusions: soil, samples, specimens
 5. Context: relationship to contiguous loci and/or units
 6. Other:

FEATURE/STRUCTURE RECORD

		generic		specific	
Area _____	Square _____	Level(s) _____	Stratum/a _____	{ FT _____	_____
				{ ST _____	_____
Designation _____		<input type="checkbox"/> Preliminary / <input type="checkbox"/> Final		Date _____	
View _____				BW # _____	Color # _____
Photographs _____				_____	_____
_____				_____	_____
_____				_____	_____
_____				_____	_____

Architectural Drawing(s) _____

Stratigraphic Sketch(es) _____

- Description:
1. Volumetric data: levels, strata, associations, sequential relationships.
 2. Construction: material, finish, color(s), hardness, composition (e.g. number and arrangement of bricks, bonding)
 3. Cultural inclusions: stationary units, movable items, aggregates.
 4. Natural inclusions: soil, samples, specimens
 5. Context: relationship to contiguous units
 6. Function (first degree of specificity): space definition, circulation
 7. Function (second degree of specificity): type of activity area
 8. Other:

BURIAL RECORD — A
STRATIGRAPHIC DATA

Section p. _____

Master p. _____

Burial vessel(s) No(s) _____

FT _____ = BR _____

Stratigraphic Identification:

Associations:

Associated Burials:

Internment:

_____ Inhumation
_____ Cremation

Type:

_____ Primary
_____ Secondary
_____ Indet.

Number:

_____ Single
_____ Multiple

Articulation:

_____ Articulated
_____ Disturbed

Body Covering:

_____ Cloth
_____ Basketry
_____ Matting
_____ None
_____ Other _____

Manner of Internment:

_____ Pit
_____ Cist
_____ Slab-covered
_____ Wood-covered
_____ Vessel
_____ Other _____

Flexure:

_____ Extended
_____ Flexed
_____ Semi-flexed
_____ Indet.

Position Body:

_____ On back
_____ On right side
_____ On left side
_____ Other _____
_____ Indet.

Position Head:

_____ Back
_____ Right side
_____ Left side
_____ Face
_____ Other _____

Orientation Body _____ °

Orientation Face _____ °

(For above use axis to Magnetic north)

Pit Origin:

Pit Fill:

Intrusions:

Intrudes On:

Grave Dimensions: width top _____ bottom _____
 length top _____ bottom _____
 depth _____

Disturbance:

Soil Samples:

Date Excavation _____

Recorder Initials _____

Excavator Initials _____
[ARTANES 2, 40]
Photos _____

BURIAL RECORD — B
SKELETAL DATA

Chapter 33, p. _____

Master p. _____

(Enter number present; 0 if absent)

Cranium	<input type="text"/>	Stratigraphy	_____
Mandible	<input type="text"/>	Burial No.	_____
Vertebrae	<input type="text"/>		
Sternum	<input type="text"/>		
Clavicle	Right <input type="text"/>	Left <input type="text"/>	
Scapula	Right <input type="text"/>	Left <input type="text"/>	
Ribs	Right <input type="text"/>	Left <input type="text"/>	
Humerus	Right <input type="text"/>	Left <input type="text"/>	
Radius	Right <input type="text"/>	Left <input type="text"/>	
Ulna	Right <input type="text"/>	Left <input type="text"/>	
Carpals	Right <input type="text"/>	Left <input type="text"/>	
Metacarpals	Right <input type="text"/>	Left <input type="text"/>	
Phalanges	Right <input type="text"/>	Left <input type="text"/>	
Innominates	Right <input type="text"/>	Left <input type="text"/>	
Sacrum	<input type="text"/>	<input type="text"/>	
Femur	Right <input type="text"/>	Left <input type="text"/>	
Tibia	Right <input type="text"/>	Left <input type="text"/>	
Fibula	Right <input type="text"/>	Left <input type="text"/>	
Patella	Right <input type="text"/>	Left <input type="text"/>	
Tarsals	Right <input type="text"/>	Left <input type="text"/>	
Metatarsals	Right <input type="text"/>	Left <input type="text"/>	
Phalanges	Right <input type="text"/>	Left <input type="text"/>	

NOTE:

24 vertebrae
14 ribs
8 carpals
5 metacarpals
14 phalanges
7 tarsals
5 metatarsals
14 phalanges

BURIAL RECORD — C
PHYSIOLOGICAL ANALYSIS

Stratigraphy _____ Burial No. _____

Bone Preservation/Condition:

Broken Bones:

Missing Bones:

Missing Teeth:

Est. Age _____ Reasons for Estimate:

Est. Sex _____ Reasons for Estimate:

Est. Stature _____ Reasons for Estimate:

Deformations:

Pathologies (where applicable - include separate drawings):

Observations:

Laboratory Treatment:

Drawing on Graph Paper _____

1. Number of samples _____ 2. Sample field number _____
3. Sample composition _____
4. Collection technique _____
5. Date of collection _____ 6. Collector _____
7. Provenience (square & level) _____
8. Stratigraphic position of sample(s) _____
9. Estimated date of sample(s) according to artifact analysis _____
10. Relevant publications _____
11. Submitted by _____ 12. Date of submission _____
13. Laboratory _____ 14. Laboratory treatment of difficulties _____
15. C-14 date _____
16. Importance of measuring sample _____
17. Interpretation (significance of date) _____
18. Attached pages (explain) _____

Initials _____ Date _____ Square _____ Stratigraphy _____

Color (Munsell): dry _____ wet _____

 present
 partly present
 absent

grains detectable by hand & eye

leaves color on fingers

surface can be made to shine

when moist coheres into pellets

if dry, pellets break up & fall apart

pellets dry out hard

pellets can be molded into shapes

silty feel apparent

silty feel dominant

when dry, rubs off as loose fine powder

when dry, blows away easily

For individual peds:

	crumb	granular	blocky	prismatic	columnar	platy
fine	<input type="checkbox"/> < 2mm	<input type="checkbox"/> < 2mm	<input type="checkbox"/> < 1cm	<input type="checkbox"/> < 2cm	<input type="checkbox"/> < 2cm	<input type="checkbox"/> < 2mm (thin)
medium	<input type="checkbox"/> 2-5mm	<input type="checkbox"/> 2-5mm	<input type="checkbox"/> 1-2cm	<input type="checkbox"/> 2-5cm	<input type="checkbox"/> 2-5cm	<input type="checkbox"/> 2-5mm
coarse	<input type="checkbox"/> > 5mm	<input type="checkbox"/> > 5mm	<input type="checkbox"/> > 2cm	<input type="checkbox"/> > 5cm	<input type="checkbox"/> > 5cm	<input type="checkbox"/> > 5mm (thick)

For cluster of peds, when peds cannot be identified:

- ☐ massive: holds together as a coherent mass
- ☐ single grain: is incoherent and disintegrates into separate particles when disturbed

dry: ☐ hard (difficult to crush) ☐ soft (easy to crush)
wet: ☐ sticky (sticks to fingers if pressed) ☐ plastic (can be rolled into “worms”)

merging/sharp smooth/wavy/irregular

☐ ☐ ☐ ☐ ☐

☐ ☐ ☐ ☐ ☐

Area _____ Square _____ Phase _____ Recorder(s) _____ Date _____

[illegible]

Stratigraphic unit: _____

Further Stratigraphic Identification, Associations & Remarks:

MASTER REGISTER: _____

Condition*

Record
Photo
Drawing
Descr.

Date
of
Find

Stratigraphy
Square
△ ○ □ ST FT (Δ)

Field
Reg.#
TQ4

Mus.#
DeZ-

Remarks & Associations

Designation

* 0 Whole; 1. Restorable, 1.1 Restored; 2. Reconstructible, 2.1. Reconstructed; 3. Incomplete

Remarks (Continued):

Camera Available to all users. Includes all the tools you need to create and edit your content. Includes a built-in video editor and a range of templates to help you get started.

Film Available to all users. Includes all the tools you need to create and edit your content. Includes a built-in video editor and a range of templates to help you get started.

Roll Available to all users. Includes all the tools you need to create and edit your content. Includes a built-in video editor and a range of templates to help you get started.

[*ARTANES* 2, 48]

Type: _____

Field Register No. TQ4- _____

Date of finding:	Stratigraphy:	DeZ
Date of restoration:	Drawn:	Photo: Color B/W TPR
Period:	Associations:	

Height:	Condition: Whole <input type="checkbox"/> Restorable <input type="checkbox"/> Reconstructible <input type="checkbox"/> Incomplete <input type="checkbox"/>		
Diameters: { Rim Body Base	Restored <input type="checkbox"/> Reconstructed <input type="checkbox"/>		
Thickness: Body	Form <input type="checkbox"/> Jar <input type="checkbox"/> Pot <input type="checkbox"/> Deep bowl <input type="checkbox"/> Goblet <input type="checkbox"/> Platter <input type="checkbox"/> Shallow bowl <input type="checkbox"/>	<input type="checkbox"/> Hand made <input type="checkbox"/> Wheel made <input type="checkbox"/> Partial	<input type="checkbox"/> Heavily fired <input type="checkbox"/> Moderately fired <input type="checkbox"/> Lightly fired <input type="checkbox"/> Warped Moh _____
Surface finish: <input type="checkbox"/> Rough <input type="checkbox"/> Wet smoothed <input type="checkbox"/> Wet smoothed or light slip <input type="checkbox"/> Wash <input type="checkbox"/> Slip <input type="checkbox"/> Burnish: overall <input type="checkbox"/> Glaze: sections	Rim <input type="checkbox"/> Outcurving <input type="checkbox"/> Not curving <input type="checkbox"/> Incurving <input type="checkbox"/>	Construction Fracture	Surface color: Core color:
	Handle <input type="checkbox"/> Flat <input type="checkbox"/> Rounded <input type="checkbox"/> Pierced lug <input type="checkbox"/>	Surface texture: <input type="checkbox"/> Coarse <input type="checkbox"/> Medium <input type="checkbox"/> Fine <input type="checkbox"/> Very fine	Carbon streak: yes no
	Base <input type="checkbox"/> Flat-convex <input type="checkbox"/> Flat-concave <input type="checkbox"/> String cut <input type="checkbox"/> Footed <input type="checkbox"/> Ring <input type="checkbox"/>		Firing cloud: yes no

Temper and ware:

Decoration:

Location of decoration:

Remarks and Bibliography:

Designation:			Field Register Number: TQ4- DeZ- TPR	
Date of Find:		Stratigraphy:	Associations: (e.g., burial, oven, feature, objects, etc., anything which is relevant and has not been recorded under stratigraphy)	
Date of Restoration:		Photo: Color B/W		
Latex Mold	Impression	Drawing		
Dimensions: Length: Width: Height: Thickness: Diameter:			Material Period Description	
Condition:				
Number of pieces:				
Sketch:			Remarks and Bibliography:	

Methods used (list as a series of steps); include brand names of materials used; give bibliographic reference (if any).