Pofatu Data Submission Guidelines

Thank you for contributing your data to the Pofatu Database.

These guidelines will help you fill in the Pofatu Data Submission Template.

The workbook contains 4 different spreadsheets to help catalog
(1) bibliographical sources,
(2) sample information,
(3) compositional data,
(4) analytical metadata.

Please <u>do not</u> edit spreadsheet 5 'Vocabularies'

For each sample, this information is stored and associated with different identifiers which are used as primary and foreign keys in our relational database:
3 **Source IDs** (data, artefact, site), 1 **Sample ID**, 1 **Artefact ID**, and 1 or more **Method IDs**.

These identifiers are case and space sensitivity, and must respect the format indicated below.

These identifiers are case and space sensitive which will be edited during the data validation process. It is nonetheless necessary to provide consistent identifiers when contributing a new dataset. The authors of new datasets are asked to use the format below:
Dataset ID: [Author] [-] [Publication date] [-] [Title item]
Source ID: [Author] [-] [Publication date] [-] [Title item]
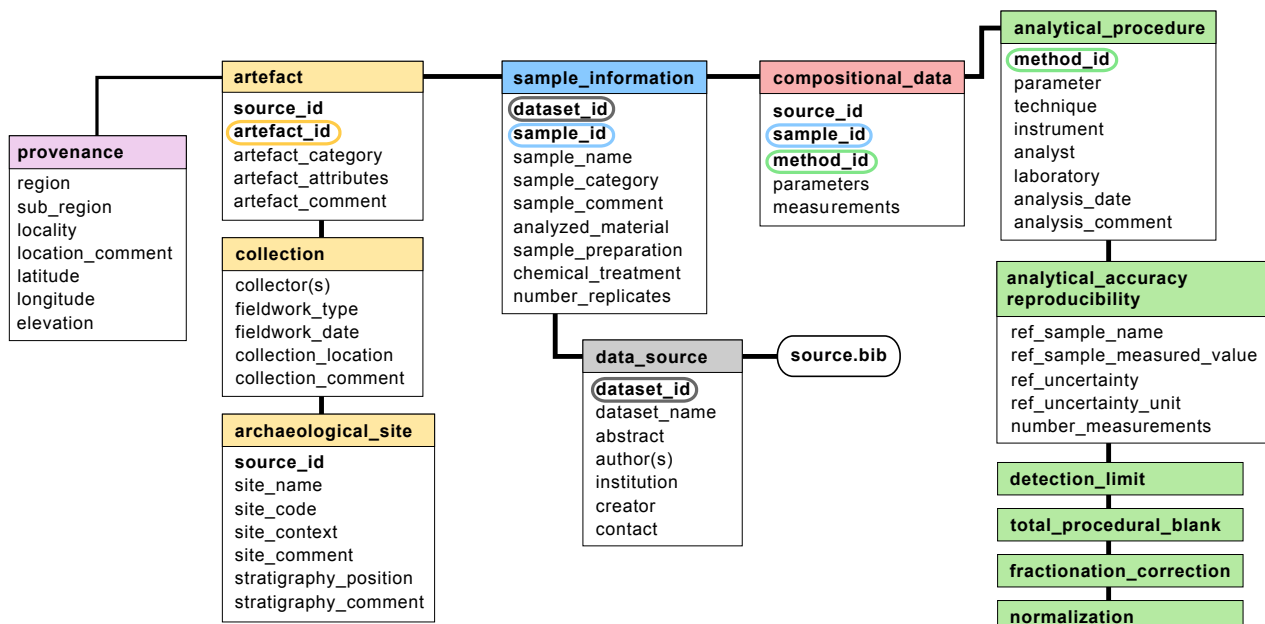Sample ID: [Source ID 1] [_] [Sample name]
Artefact ID: [Artefact name] [-] [Site name]
Method ID: [Source ID 1] [_] [A], [Source ID 1] [_] [B] , etc.

Please let us know if your dataset contains duplicates (same sample name/ID measured more than once with the same analytical method).

Content and color code of the template:

Pofatu Data Submission Guidelines

1. Data source

1.1. Dataset

Entry	Description	Required format
Dataset ID	Synthetic citation of the dataset	[Author][-][Publication date][-][Title item]*
Title	Descriptive title of the dataset	<50 words
Abstract	Brief description of dataset	<50 words
Authors(s)	Author(s) of the dataset	Last name, First name
Institution of the author	Institution(s) of the author(s)	Name of the institution; Country
Creator	Person who fills out this template	Last name, First name
Contact info	Contact of the creator of the template	Professional email address

* The "Author" item should be the first author's name capitalized. The "Title" item should be the journal abbreviation in uppercase, or a keyword from the book/chapter title in lowercase.

1.2. Citation 1: Data

Entry	Description	Required format
Source ID 1	Short citation of the published geochemical data	[Author][-][Publication year][-][Title item]*
Complete reference 1	Complete reference of the published geochemical data	Citation style: Nature
DOI 1	Digital Object Identifier of Complete reference 1	DOI if available

* The "Author" item should be the first author's name capitalized. The "Title" item should be the journal abbreviation in uppercase, or a keyword from the book/chapter title in lowercase.

1.3. Citation 2: Artefact

Entry	Description	Required format
Source ID 2	Short citation of the published description of the parent artefact	[Author][-][Publication year][-][Title item]*
Complete reference 2	Complete reference of the reference to the published description of the parent artefact	Citation style: Nature
DOI 2	Digital Object Identifier of Complete reference 2	DOI if available

* The "Author" item should be the first author's name capitalized. The "Title" item should be the journal abbreviation in uppercase, or a keyword from the book/chapter title in lowercase.

1.4. Citation 3: Site

Entry	Description	Required format
Source ID 3	Short citation of the published description of the related archaeological site	[Author][-][Publication year][-][Title item]*
Complete reference 3	Complete reference of the reference to the published description of the related archaeological site	Citation style: Nature
DOI 3	Digital Object Identifier of Complete reference 3	DOI if available

* The "Author" item should be the first author's name capitalized. The "Title" item should be the journal abbreviation in uppercase, or a keyword from the book/chapter title in lowercase.

2. Sample information and archaeological provenance

2.1.1. Sample identification

Entry	Description	Required format
Source ID 1	Short citation of the published geochemical data	Content must match citation code 1 in section 1.2
Sample name	Original sample identification	Name given in the original publication of the dataset
Sample ID	Unique ID of individual sample generated for Pofatu	[Citation code 1][_][Sample name]
Sample category	Status of the analyzed sample	Drop-down list: Source, Artefact
Sample comment	Supplementary information about the status of the sample	eg. "Artefact used as a source"

2.1.2. Sample condition and preparation

Entry	Description	Required format
Analyzed material 1	Description of the type of material analyzed	Drop-down list: Whole rock, Fused disk, etc.
Analyzed material 2	Description of the sample analyzed	Drop-down list: Core sample, Sample surface, etc.
Sample preparation	Primary transformation of the sample	e.g. "Crushed in agate mill, sieved at 500 microns"
Chemical treatment	e.g. whole rock samples were dissolved in 0.1M HF + 5.0M HNO3	e.g. "Whole rock samples were dissolved in 0.1M HF + 5.0M HNO3"
Number of replicates	If average of more than 1 value	Leave blank if only 1 value

2.1.3. Petrographic description

Entry	Description	Required format
Petrography	Petrographic description of the sample: texture, minerals, etc.	Short description (<50 words)
Comments	Supplementary information about the petrographic description of the sample	Short description (<50 words)

2.2. Archaeological provenance, description and location of parent artefacts and associated sites.

2.2.1. Provenance

Entry	Description	Required format
Region	Name of the territory where the parent artefact was collected	Name of the archipelago, island group, etc.
Sub-region	Name of the region where the parent artefact was collected	Name of the island, region, etc.
Locality	Name of the locality where the parent artefact was collected	Site name, or village, valley, river, stream, etc.
Location comment	Supplementary information about the original location of the parent artefact	<20 words
Latitude	Coordinates	Decimal degrees (negative for south of the equator)
Longitude	Coordinates	Decimal degrees (negative for west of the prime meridian)
Elevation	Altitude above the sea level	In meters

2.2.2. Artefact identification

Entry	Description	Required format
Source ID 2	Short citation of the published description of the parent artefact	Content must match 2 in section 1.3
Artefact name	Original artefact identification	Name given in the original publication of the parent artefact
Artefact category	Typological category of the parent artefact	Drop-down list: Adze, Adze preform, Chisel, Cobble, Core, Flake, Geological, Grindstone, Hammerstone, NA
Artefact description	Fragmentation of the parent artefact	Drop-down list: Complete, Fragment (proximal, mesial, distal, or undetermined), Natural dyke, Natural boulder/cobble, Natural prism, NA
Artefact comments	Supplementary description of the parent artefact	<50 words

2.2.3. Archaeological collection

Entry	Description	Required format
Collector	Principal investigator in charge of the fieldwork	Last name, First name
Fieldwork	Type of field research	"Survey" or "Excavation"
Fieldwork date	Period of the field research	Year(s)
Collection storage location	Name of the institution managing the collection	<10 words
Collection comment	Supplementary information about the archaeological collection	<50 words

2.2.4. Site identification

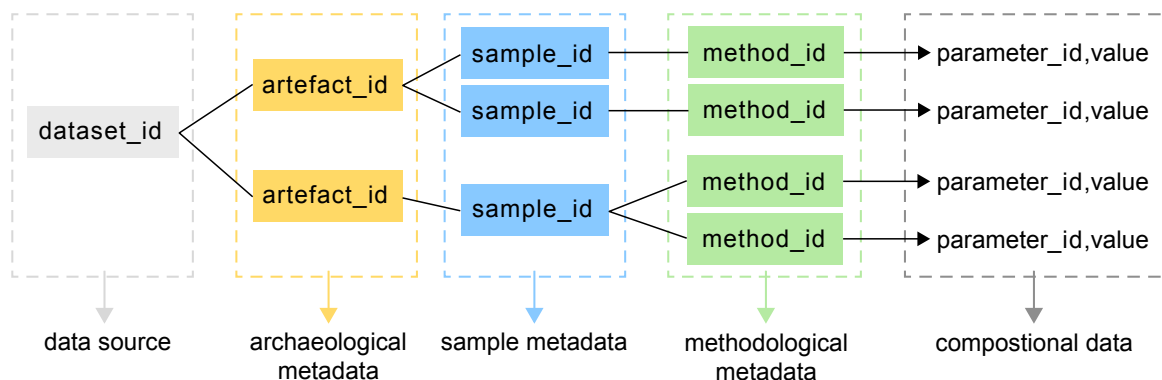| Entry	Description	Required format
Source ID 3	Short citation of the related archaeological site	Content must match Source ID 3 in section 1.4
Site name	Original site identification 1	Name given in the original publication of the related archaeological site
Site code	Original site identification 2	Code given in the original publication of the related archaeological site
Site context	Context of the related archaeological site	Drop-down list: Agricultural, Burial, Ceremonial, Domestic, Defensive, Midden, Natural, Quarry, Rockshelter, Workshop, NA
Site comments	Supplementary information about the archaeological site	eg. Precision about the archaeological context
Stratigraphic position	Original stratigraphic context of the parent artefact	"Surface" or Stratigraphic unit, Layer, etc.
Stratigraphy comments	Supplementary information about the stratigraphic context	eg. Section, Square, etc.

3. Compositional data

NB: In spreadsheet 2 ('Sample Info & archaeological provenance'), several lines can be associated with the same Artefact ID if an artefact was sampled and analyzed more than once.
In spreadsheet 3 ('Compositional data'), several lines can be associated with the same Sample ID if the same sample was analyzed more than once with the same or different analytical technique.

3.1. Sample & Method identification (content must match 2.1.1 and 4.1.1)

Entry	Description	Required format
Source ID 1	Short citation of the published geochemical data	Content must match Source ID **1** in section 1.2
Sample ID	Unique ID of individual sample generated for Pofatu	Content must match Sample ID in section 2.1.1
Method code	Unique identifier	Must match Method code in section 4.1

3.2. Measured values

Entry (fixed parameters)	Description	Required format
Major elements	Measured values of oxides (wt%)	Decimal separator must be a dot
Trace elements	Measured values of trace elements and REE (ppm)	Decimal separator must be a dot No separator of thousands
$^{143}Nd/^{144}Nd$ ratio	$^{143}Nd/^{144}Nd$ value $^{143}Nd/^{144}Nd$ Standard Deviation value $^{143}Nd/^{144}Nd$ SD sigma	Decimal separator must be a dot Decimal separator must be a dot 1σ or 2σ
$^{87}Sr/^{86}Sr$ ratio	$^{87}Sr/^{86}Sr$ value $^{87}Sr/^{86}Sr$ Standard Deviation value $^{87}Sr/^{86}Sr$ SD sigma	Decimal separator must be a dot Decimal separator must be a dot 1σ or 2σ
$^{206}Pb/^{204}Pb$ ratio	$^{206}Pb/^{204}Pb$ value $^{206}Pb/^{204}Pb$ Standard Deviation value $^{206}Pb/^{204}Pb$ SD sigma	Decimal separator must be a dot Decimal separator must be a dot 1σ or 2σ
$^{207}Pb/^{204}Pb$ ratio	$^{207}Pb/^{204}Pb$ value $^{207}Pb/^{204}Pb$ Standard Deviation value $^{207}Pb/^{204}Pb$ SD sigma	Decimal separator must be a dot Decimal separator must be a dot 1σ or 2σ
$^{208}Pb/^{204}Pb$ ratio	$^{208}Pb/^{204}Pb$ value $^{208}Pb/^{204}Pb$ Standard Deviation value $^{208}Pb/^{204}Pb$ SD sigma	Decimal separator must be a dot Decimal separator must be a dot 1σ or 2σ
$^{207}Pb/^{206}Pb$ ratio	$^{207}Pb/^{206}Pb$ value $^{207}Pb/^{206}Pb$ Standard Deviation value $^{207}Pb/^{206}Pb$ SD sigma	Decimal separator must be a dot Decimal separator must be a dot 1σ or 2σ
$^{208}Pb/^{206}Pb$ ratio	$^{208}Pb/^{206}Pb$ value $^{208}Pb/^{206}Pb$ Standard Deviation value $^{208}Pb/^{206}Pb$ SD sigma	Decimal separator must be a dot Decimal separator must be a dot 1σ or 2σ
Geochronology	Age (Ma) Age Standard deviation	Decimal separator must be a dot Decimal separator must be a dot

4. Primary analytical & method-specific metadata

NB: In spreadsheet 4 ('Analytical metadata'), the same 'Method ID' will be associated with the same 'Parameter' if more than one 'Reference sample' is reported in section 4.1.2.

All the parameters documented in spreadsheet 3 should be referenced and metadata should be provided in spreadsheet 4.

4.1.1. Method identification and analytical procedure

Entry	Description	Required format
Method ID	Identifier specific to the production of the compositional data	[Source ID 1][_][A], [Source ID 1][_][B], etc.
Parameter	Geochemical parameter analyzed	Content must match the parameters in section 3.3
Technique	Analytical technique	Drop-down list: XRF, EDXRF, WDXRF, ICP-AES, etc.
Instrument	Measurement equipment	Brand and model of the machine
Laboratory	Name of the institution	<10 words
Analyst	Name(s) of the analyst(s)	Last name, First name
Analysis date	Period of the analysis	Year(s)
Analysis comment	Supplementary information about the analytical procedure	eg. Reference to the method description in the literature

4.1.2. Analytical accuracy and reproducibility: Standards

Entry	Description	Required format
Reference sample name	Name of the international standard measured	Multiple entries for the same parameter must be created if more than 1 international standard is reported
Reference sample measured value	Measured value of the international standard. NB: Several international standards may be reported	Multiple entries for the same parameter must be created if more than 1 international standard is reported
Reference uncertainty	Standard deviation	Multiple entries for the same parameter must be created if more than 1 international standard is reported
Reference uncertainty unit		e.g. ppm, wt%
Number of measurements	If average of more than 1 value	Leave blank if only 1 value

4.1.3. Analytical accuracy and reproducibility: further details

Entry	Description	Required format
Detection limit	Lower limit of detection Unit	Decimal separator must be a dot e.g. ppm
Total procedural blank	Blank value Unit	Decimal separator must be a dot e.g. ppm
Fractionation correction for isotopic analyses	Geochemical parameter analyzed Name of the sample measured Measured value of the sample Reference sample accepted value	e.g. Nd146_Nd144 e.g. La Jolla Decimal separator must be a dot Decimal separator must be a dot
Normalization	Reference sample name Reference sample accepted value Citation	e.g. JNdi-1 Decimal separator must be a dot if known

For any questions or comments please contact hermann@shh.mpg.de