

Database Format Examples

Catalog: 01964.00 [Five digits compose the main portion of the catalog number, and two digits to the right compose the subset number where needed]

Unit: n12w2, n6w38 [Use lower case letters for cardinal directions...place n (north), s (south), w (west), and e (east) before numbers for unit designations.

Feature: F1, F2, F4b [Use upper case F as in Feature before actual feature number]

Level: 1, 1a, 1b [Level 1 = 20 cm objective; Level 1a = 10 cm objective; Level 1b = 20 cm objective...etc.]

Material Type: Ceramic [Use drop down list terms only]

Description: [e.g., Red Transfer Ware rim shard with floral pattern. Located adjacent bone handled fork.]. If unsure of description, please leave blank...use only most relevant key words.

Dates: 12/12/01

Excavator(s): John G. Doe or J.G.D. [First use of excavators name should represent full name, and subsequent uses may be in initials...use at least three initials for first, middle, and last names]