CIfA template for evaluation and watching brief reports

Standard: All the section headings listed shall be included in the report and shall provide the information set out in the definition for each section heading.

Guidance:

The following words have specific meanings and obligations:

• **Shall, shall not:** (red text) these indicate a requirement and must be followed to produce a report that meets the standard. If circumstances do not apply or cannot be reported this should be stated under the relevant heading e.g. 'Not applicable' or 'Not available due to contractual obligation'.

• Should, should not, may, need not: (Green text) provide guidance.

The wording of the section headings is part of the Standard and shall be used. The order of headings, and numbers given to each heading are not part of the Standard but may be used to show compliance to the Standard.

Typography, layout, use of contents list, page numbering is not part of the standard. Authors should apply house style where available.

Title

Definition: Used to identify this report

Shall be descriptive of the type of investigation and its location. Shall include project codes where used.

1 Summary

Definition: Shall provide a clear, concise summary of the report contents.

Guidance: write in a way that will help a wide range of audiences to understand what happened and what the findings mean. Should be brief (less than one side of text).

Shall include

1. Who has undertaken the investigation, and who the client for the work was (where not subject to a confidentiality agreement)

2. Location of the investigation: Cite a digital location (e.g. a grid reference) sufficient to accurately locate the centre of the site investigated precise to 10m

3. A location map as a figure within the report text (see 3.1 below)

4. A brief description of the site at the time of the investigation.

5. Reason for the work (including planning context and research aims)

6. Dates for start and end of the fieldwork.

7. Key findings (including key periods in chronological order)

8. How the work has furthered our understanding

May include

9.   The implications for the client audience

Methods Used Table

Definition: Tabulated statements of the main phases of the work, suitable to create Event records in relevant HERs

Guidance: All techniques used, and the methodologies employed should be listed even if the results were negative or otherwise considered to be unsuccessful.

Phase	Method	Date undertaken	Cross ref to WSI / PD
Desk based work			
Fieldwork			
Post fieldwork			

2 Assessment of Significance (required for field evaluation)

Definition: Shall provide an assessment of the significance of the archaeological resource investigated in a local, regional, national or international context as appropriate.

Guidance: Clear concise statement or statements to meet the requirements of the project design or WSI.

3 Overview

Definition: an overview of the operation of project.

Shall be structured using the subheadings listed below.

Guidance: Can include text description, and/or maps and images. The text should cover issues that might affect the interpretation of the results

3.1 Site / investigation area location

Definition: **Shall** provide the location and extent of the area investigated archaeologically, and the exact location of specific investigations within the area, in particular location(s) of trenches excavated archaeologically or observed.

Detailed geospatial depiction of the location of site trenches or other features investigated **shall** be provided as digital data separate to the report.

Guidance: provide location plan, trench plan, use to provide detailed location and extent of all sub-areas investigated where several have been used (e.g. multiple trenches or test pits, survey areas using different techniques, boreholes).

3.2 Site/investigation area description

Shall include

- Heritage or natural environment protection designations covering, within or immediately around the investigation area.

- Land use of the investigation area and immediately adjacent at the time of the investigation

Should include

- Historic Landscape Character area

- Superficial geology

- Soil type

- Topography

3.3 Previous archaeological work

Definition: references to earlier work undertaken within the investigation area

Shall provide references to earlier work undertaken within the investigation area or immediately adjacent which is relevant. Shall be specific enough to allow readers to find original sources.

Guidance: Include dates, references to brief/PD/guidance and associated reference numbers, site codes, planning references, OASIS, HER Event no.

3.4 Circumstances of project

Definition: a description of why the work was undertaken

Guidance: refer to Planning/ EIA/ research background as relevant

3.5 Constraints / limitation on the work

Definition: Shall provide records of any practical constraints and issues that limited the investigation, and so may affect interpretation

Guidance: Note e.g. organisational issues, weather and lighting, flooded areas, limited or no access to any areas within the investigated area due to e.g. construction work or other health and safety issues. For a watching brief, include approximate distance from any active construction works to watching brief observer or excavation trench. If possible, include a plan.

4 Aims and objectives

Definition: Shall state what the investigation was undertaken to achieve.

Guidance: Restate these from the project design or WSI.

- Aims and objectives should be presented as a numbered list to assist cross-reference.

- Reflect changes in the project e.g. new objectives or changed circumstances.

- State the public value of the project – what its contribution is to research, understanding and enjoyment

5 Methodology

Definition: Shall state what methods were used during the investigation, and during subsequent analysis to prepare the report, even if the results were negative. Shall set out and explain any variation to the agreed project design or WSI.

Guidance: Include

- reference to sampling strategies.

- criteria used to select artefacts for illustration.

6 Findings and Discussion

Definition: Shall present what was found by the investigation, noting any limitations imposed by constraints on the investigation.

Guidance: This section should provide a concise "narrative" of the site.

- Clear cross-references should be made between this section, methodology, data tables and illustrations and appendices.

- The impact of any constraints on the investigation should be included.

- Can usefully be broken down into two sub-headings to make clear what is "factual" and what is "interpretative" as follows.

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6.1 Results/Findings

Definition: Shall provide an account of – what was found / observed in each site subdivision, linked to tabulated data (e.g. finds reports, context lists) in the archive and data tables.

Guidance: Include all the different analyses used in the report. Details should be presented as data tables and appendices

6.2 Discussion/Interpretation

Definition: Shall provide an interpretation of the results.

Guidance: This may include: -

Say what the results are based on.

Place the observed findings in the context of their landscape / townscape or region.

Note how the findings further our understanding.

Reflect on whether the aims and objectives have been achieved.

7 Archive

Definition: the primary archive materials created by the investigation, and where they may be accessed by future researchers.

Guidance: The report should follow the CIfA standard for archiving (digital and physical). It should also include the following for both physical and digital archives:

- Named museum or repository that has agreed to accept the archive and include accession numbers

- Current location

- Plan for permanent storage if there are no named museum or repository

- Selection policy for inclusion in the archive

8 Project team

Definition: credits those who have contributed to the investigation.

Shall include name and contribution of the project manager and main author of all report sections.

Guidance: Should include the names, affiliations / employers (where sub-contractors) and role of all project staff and specialists who contributed to the project. May be presented as a separate data table.

9 Appendices

Definition: key documents to assist detailed examination of the report.

Guidance: should include:

- the original project design or WSI.

10 Data tables

Definition: lists the key data tables from the investigation, including filenames and references.

Data tables **Shall not** be incorporated into the main text of the report

Guidance: A separate document covers the required structure and content of data tables. All data tables (including specialist finds report data) should be presented as separate files to the main report in an accessible format that enables easy re-use e.g. .xls and csv. (not PDF). This is not just for research purposes but for planning future investigations on the site. Should include

- Site subdivisions

- Contexts, including volumetric estimates

- Quantity of finds (listed in relation to contexts) and any dating information available

- Lists of photos, plans, sections/drawings

Illustrations

Definition: visual material to complement, clarify and illustrate the text.

Shall include:

- a location plan

- photographs of principle features investigated

- scaled photographs of any artefacts mentioned in the text or which are representative of assemblages or are otherwise significant for understanding the site.

Guidance: May be included at any point in the text. Any plans or sections should be accurate, and representative of features and deposits revealed or investigated, of sufficient size and detail to be understood, be clearly scaled, numbered, easily cross-referenced to the specified investigated area.

References and bibliography

Definition: identifies sources consulted or which provide of further information to support the content of the report.

Guidance: A list of all sources used should be appended to the report, including electronic sources.