

Chartered Institute for Archaeologists

House style

February 2015

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1 Introduction

House style is a series of conventions designed to assist authors and editors in presenting material in documents by setting out clear guidance and preferences. Using a defined house style maintains consistency across a range of documents being produced by ClfA and enhances the brand. It is essential that ClfA produces consistent documents to reinforce the ClfA brand and to maintain a high level of presentation in all of its documents, whether leaflets, meeting minutes, or reports.

These guidelines have been produced by Institute for Archaeologists (ClfA) staff to provide guidance to staff, committees, and contributors to ClfA documents. The standards presented within are to be applied to all ClfA documents.

This guide will be subject to updates in response to user needs.

2 Language

Always use English (UK) as the default language in computer software such as Microsoft Office (c) applications.

When drafting any communication or documentation please try to use Plain English. Plain English is concise and clear written communication, which avoids unnecessary jargon and confusing sentences. In general your sentences should be short, you should write actively (rather than passively), use words like 'you' and 'we' where appropriate and not be afraid to give instructions or explain things where necessary.

Always use the appropriate language level for the publication (see individual guidelines).

3 Major points and styles relating to the ClfA

3.1 Font

ClfA house style for all documents such as committee agenda, minutes, reports, emails, JIS bulletin etc is Calibri 11pt. MS Word can be set up to have this as the default font on all documents.

For digital text, such as on the website and the eBulletin, Arial (a web ready font) is used for text with Georgia for headings.

For publications, and for the logo, ClfA uses a mixture of Optima LT and Palatino. Optima LT is not a standard Windows font, and would need to be purchased to be used in software (it is available for Mac users). Generally, publications will be page-set by a graphic designer who will have the font for use.

Within text, the titles of published books, periodicals, works of art etc should be written in italic font. Chapters, articles, radio and television programmes should be written, in italic with no quotation marks eg *Time Team*.

Italics should not be used for terms in common usage, eg in situ, et al.

In the case of periodicals the prefix 'the' is printed in lower case (eg the *Financial Times*) except where it forms part of the title of the publication eg (*The Archaeologist*).

Spacing between words and sentences should be single, not double. Paragraphs should have a single line separating them.

Appendices should be numbered.

3.2 Spelling and punctuation

3.2.1 Capitalisation

Generally, ClfA style is not to capitalise any headings if they are not proper nouns. This includes chapter headings and any level of heading within the main text of a document (eg, as in this doc!).

When referring to report or project titles with text, these are often italicised to emphasise them as a project or report name and, after the first letter, added in lower case: the *Roman grey literature project*, or *Standard and guidance for the creation, compilation, transfer and deposition of archaeological archives* (2009).

In addition, ClfA style avoids capitalising terms which are used within the normal sentence structure such as historic environment, forensic archaeology, grey literature, project manager.

3.2.2 Capitalisation and ClfA's Charter

When talking about the Institute's charter...

- a charter
- the/our/the Institute's Charter
- the/our/the Institute's Royal Charter
- a chartered institute
- the Chartered Institute (ie ClfA)
- a chartered professional
- a chartered individual
- a Chartered Archaeologist
- we have been chartered since 2014

3.2.3 Lists

Lists should not have capitals at the start of each item, or semi colons at the end. Numbered lists of single sentences should not have a full stop after the number and there should be no punctuation at the end of items listed. Lists with more than one sentence should be punctuated as usual.

3.2.4 Spelling

Spelling should be consistent throughout; where alternative versions of a word exist eg inquire and enquire, dispatch and despatch, you should always use the same version throughout the text. With –ise or –ize, always use –ise.

3.2.5 Singular and plural verbs

Remember that data, media, strata, and criteria take plural verbs but none is usually singular. Number can take a singular or plural verb depending on the context. When preceded by a it usually takes a plural verb, but

when preceded by **the** it is usually singular ie a number of postholes were found but the number of sherds found was unexpectedly small.

3.2.6 Place names

Place names should consistently follow either the foreign or anglicised form ie always either Köln or Cologne.

3.2.7 Commas and stops

Use commas in a sequence: eg Roman, medieval and modern pottery was found; Tables 7, 9 and 16. There is no need to use a comma before the final item.

Use only one space after a full stop. Omit full stops after abbreviations and contractions. Abbreviations and contractions should appear as follows:

Mr K T Brown Dr N Bates St Thomas CBA

c, eg, ie, etc, fig, pl, pp, kg, mm, m, pm, am

There are some occasions where a full stop is needed (usually when a word is abbreviated in the middle): eg after no. (for number) and in. (for inch) if the meaning is unclear. Full stops should not be used at the end of captions, headings, tables, or lists.

3.2.8 Hyphens

Hyphens should be used with consistency. Words beginning with co or re should not normally be hyphenated (rebuilt, reuse, cooperate, coexist) unless their meaning is ambiguous. Compound adjectives are usually hyphenated: ie a 10th-century town (but not 'dated to the tenth century'), a greenish-blue colour, a half-past-ten start). With many compound nouns there is no hard and fast rule between writing them as one word, two words, or hyphenated (such as sub-rectangular, subrectangular), being consistent is most important in these cases.

3.2.9 Punctuation in addresses

Don't use commas when setting out each part of an address on a different line, eg

Chartered Institute for Archaeologists
Miller Building
University of Reading
Reading
RG6 6AB

Do use commas to separate the different part of the address if it appears in the body of the text;

Chartered Institute for Archaeologists, Miller Building, University of Reading, Reading, RG6 6AB.

There is no comma between the county and the postcode.

3.3 Standard terms

Where abbreviations are used they should be explained on their first occurrence, for example Chartered Institute for Archaeologists (CIfA). A list of current acronyms is available in Appendix III.

3.3.1 Reference to ClfA publications

The Archaeologist 75 (TA 75)
Annual report
Yearbook and directory
Standards and guidance
Code of conduct
Professional Practice Papers
Papers
by-law

3.3.2 Names, roles and responsibilities

Job titles should be capitalised...

Peter Hinton, Chief Executive
Alex Llewellyn, Head of Governance and Finance

ClfA groups/ committees/ should be noted preceded by ClfA where appropriate – except with Responsible Post-holders...

Jan Wills, Hon Chair, ClfA Council
Duncan Brown, Hon Chair, ClfA Archives Group
Andrew Jones, Hon Treasurer, ClfA Finds Group
Patrick Clay, Responsible Post-holder, ULAS

3.3.3 Committees and groups

Current committees, with common abbreviation;

Council
Executive committee (Exec)
Validation committee (VC)
Membership Appeals committee (MAC)
Registration Organisations committee (RO)
Professional development and practice committee (PD&P)
Member services and promotions committee (MSP)
Disciplinary panel
Disciplinary Appeals committee

Current ClfA Area and Special Interest Groups, with common abbreviation

Scottish Group (SGClfA)
Wales/Cymru Group (Cymru)
London Archaeology Group (LAG)

Archaeological Archives Group (AAG)
Buildings Archaeology Group (BAG)
Diggers' Forum (DF)
Finds Group (FG)
Forensic Archaeology SIG (FASIG)
Graphics Archaeology Group (GAG)
Information and Management SIG (IMSIG)

International Heritage Practice SIG (IHPSIG)
Maritime Affairs Group (MAG)
New Generation Group (NGG)
Project Management Group (PMG)
Research and Impact Group (RIG)
Voluntary and Community Archaeology Group (VCSIG)

3.3.4 Common abbreviations

(see Appendix 3 for long list of common abbreviations)

Archaeology Training Forum (ATF)
Archaeological Archives Forum (AAF)
Continuing Professional Development (CPD)
Council for British Archaeology (CBA)
Personal Development Plan (PDP)
CIfA accredited grades of membership (MCIfA, ACIfA, PCIfA)
Department of Culture, Media and Sport (DCMS)
Federation of Archaeological Managers and Employers (FAME)
Higher Education Funding Council for England (HEFCE)
Scottish Higher Education Funding Council (SHEFC)
Subject Committee for Archaeology (SCfA)
National Planning Policy Framework (referring to England) (NPPF)
English Heritage National Heritage Plan and Policy (NHPP)

3.3.5 Dates, numbers and measurement

Dates should be written without the ordinal (eg st, nd, th, rd)

August 2007
7 July 2009
Wednesday 10 January

Names of months should not be abbreviated, except in figures or tables.

To denote time, use the twenty-four hour clock.

09:00, 12:00, 15:00

Years are usually elided to the shortest pronounceable form: 1988-9, 1914-18.

Dates BC should always be given in full:

49 BC, AD 43, the 1990s.

Centuries should always be in figures:

14th century

In the text numbers one to twelve should be spelt out, and figures used thereafter.

Figures between 1000 and 9999 should not include a comma; figures above 10,000 should. The comma should be omitted in tabulation unless it is needed for clarity.

Elision of numbers should be to the shortest form consistent with clarity:

254-8, 350-2, 196-203, but note 116-18.

Measurements should be in metric units (SI), except for miles. The basic SI units of measurement are metre (m) and millimetre (mm). Figures should always be used in measurements: 5%, 13in, 15ft, 2.5m, 83mm, 10km, and be at no more than three significant figures. Note the spacing and punctuation, and that the plural of abbreviated units of measurement has no s.

3.3.6 University qualifications and post nominals

Members' post nominals are recorded on the ClfA member database and need to be entered consistently. The following table includes the most common post nominals used.

University degrees

Doctorate	DPhil, PhD, DLitt
Master's degree	MA, MSc, MPhil, MRes, MLitt
Bachelor's degree	BA, BSc
Foundation degree	FdA, FdSc, FdEng

University diplomas

Postgraduate diploma	PgDip
Postgraduate certificate	PgCert
Higher National Certificate	HNCert
Higher National Diploma	HNDip
Diploma of Higher Education	DipHE
Ordinary National Diploma	Dip, OND
Certificate of Higher Education	CertHE
Undergraduate Certificate	Cert

Other post-nominals

FSA	Fellow of the Society of Antiquaries of London
FSA Scot	Fellow of the Society of Antiquaries of Scotland
FRHistS	Fellow of the Royal Historical Society

3.4 Correspondence

3.4.1 Letters

All formal letters issued from the ClfA office should be printed on ClfA letter headed paper. If an electronic copy is required the electronic letter-headed template may be used.

Always use the recipients forename, surname and membership number.

Sometimes letters are written and signed on behalf of a committee, and this should be stated beneath the signature, which should be laid out as below (no italics or underlining).

Lianne Birney
Membership Services Coordinator
(on behalf of the Validation committee)

Beneath the signature the following conventions should be used

Cc Names and organisations of those sent a copy of the correspondence
Encs List of any enclosures sent with the letter

Electronic signatures should not be used without the explicit approval of the signatory.

3.4.2 Email signatures

Emails are an electronic form of correspondence but should still be written as formal correspondence.

To – the person to whom the email is directed

Cc – person copied on the email for information,

Bcc – blind copy –this person is copied on the email, but the ‘to’ and ‘cc’ recipients cannot see them

All staff should have the same style email signatures eg

Alex Llewellyn BSc MCIfA

Head of Governance and Finance, Chartered Institute for Archaeologists

t 0118 378 6446 f 0118 378 6448 www.archaeologists.net

Registered office: Miller Building, University of Reading, Reading RG6 6AB Tel: 0118 3786446

a professional institute for the study and care of the historic environment

There may be times when an additional element to the signature is added, eg advertising conference. The text will be circulated by the Standards Promotions Manager.

There may be times when those staff that usually work in the office need to access and send email from their webmail accounts, eg Virgin or Google. This can only be done if the default senders email address has been changed to ‘@archaeologist.net’. For further information contact the Standards Compliance Manager.

3.5 Document formatting

All documents produced by ClfA need to be clearly written and presented to ensure that the document works efficiently at presenting the data and the ClfA.

It is essential that the following information is clear, the document title, status, objective, author, and circulation, and document location. This will ensure that confidential documents are not circulated beyond their remit and working documents are clearly marked as such.

Ideally documents will be sent to external parties in PDF format.

3.5.1 Agendas and minutes

Agenda and Minutes must be set out as shown in the example in Appendix 1.

3.5.2 Reports

Report headers must be set out as shown in the example in Appendix 2.

3.5.3 Logo specifications and use

The ClfA logo can be used for communications where agreed.

Colours are specific and part of the ClfA brand, although other colours may be used for Groups or project marketing if agreed in advance by the Standards Promotion Manager.

The ClfA purple logo is used specifically for any formal documentation and for any general ClfA literature. Details for all branding can be in the *ClfA Branding guide*. Please ensure you are familiar with the guidelines.

ClfA's logo should only be used on ClfA products or products badged by ClfA. It should not be supplied to external individuals, even for use as a link graphic, unless a special case has been made and approved by the Chief Executive (as is the case with Towergate).

Registered Organisations should be supplied with the specific Registered Organisations logo.

3.6 Publications and language

The language level should be appropriate to the publication.

Personal titles, initials and letters after name should normally be avoided.

The Archaeologist

Language level: normally news/magazine style but occasionally technical; clear and readable. It can be quite informal, but always professional. The audience is members of ClfA, therefore knowledge of normal archaeological terms etc can be assumed.

Yearbook and directory

Language level: for the articles, news/magazine style, but aimed at members of related professions. The style is therefore slightly more formal than TA and contributors should not assume an archaeological background.

3.7 Website

In general, the main ClfA website is updated by members of staff and managed by the Standards Promotion Manager. Groups are encouraged to add to new content to the pages, although as the template is limiting in style, it is advisable to consider setting up a separate site which can be linked to from the group's profile pages. A separate guidance document for use of websites and social media is available to group committee members via the groups toolkit.

3.7.1 Webpage format

There are a number of factors that are determined by the website's style sheets. These include

- font (Verdana)
- font size
- image size (images are automatically resized to 250x200 pixels if they are larger than this)
- text colour (black for body text, blue for headings)

- image placement (always to the right hand side of the page in line with the top of the paragraph in which it is embedded)
- link colour (blue when unclicked, purple when clicked)
- heading hierarchy (please see 'Markdown crib sheet' for details on how to use headings)

These cannot be changed and should be accounted for when you create or update web content.

3.7.2 Using house style on the web

CfA House Style should be adhered to when writing web content, or documents which are to be downloaded from the website.

When creating or updating content, you should always hyperlink text which directly refers to another part of the website or an external site. For example;

You should read the [Applicants' handbook](#) before you apply to make sure you understand what to submit. If you are applying to join as a Student or an Affiliate member you may find the [Student and Affiliate's guide](#) more relevant....

If you think you have waited too long to hear back from us please [get in touch](#).

Write appropriately for the internet. Keep sentences and paragraphs short, use clear headings and other methods to put landmarks in text. Try to use images where appropriate. If you have a number of downloadable documents in a page you should also group them as a table at the bottom of the page. If you are unsure how to do this please speak to a member of staff who is not.

3.8 Referencing

CfA uses the **Harvard** or author-date system of referencing, in which a publication is cited in the text by the author's name and the date of publication, and the full reference is given in an alphabetical list at the end of the book or paper. Excavation reports, survey reports, internal reports and other such material (whether published or unpublished) should be referenced by author wherever possible. The use of Latin instructions in bibliographic references (eg op cit, ibid, passim etc) should, if possible, be avoided.

References appear in the text as;

It has been said (Brown 1967, 26) that...' or 'Brown (1967, 26) says that...'. Page numbers (not preceded by p or pp) should always be given if the reference is to a specific page or pages within the publication. Where two or more references are cited in the same instance they should be separated by a semi-colon, eg (Brown 1967; Brown and Barker 1978).

Use initials only to distinguish between two authors with the same surname whose books were published in the same year in which case the citation should read (T Brown 1967). Personal comments are cited with (Smith, pers. comm.) and **not** italicised!

When citing unpublished reports and other such grey literature always cite by author, including the date of production if known, any project names or codes, the client name where appropriate, and the unit or organisation responsible.

When citing journals, use the full reference in the bibliography. If the publication is something more substantial than a grey literature report, with an extensive bibliography, use recommended abbreviations. Use BIAB's

citation abbreviations for current periodicals and monograph series are used. A list is available on request, or details of recommended abbreviations can be found at <<http://www.britarch.ac.uk/biab/pubdata/jnlldata.html>>.

3.8.1 On-line resources

When citing specific on-line electrical sources they should be cited in the text as for other references, eg (Stuiver and Reimer 1998), and in the bibliography in one of the forms listed below.

References in the bibliography should follow the same style as those for printed sources, with the addition of the medium (if not online) and the URL and access date, generally following the following forms:

Author/editor(s), Date of publication Title of Work, Edition statement (if given), Medium (If not online).
Publication information (Place of publication: publisher). URL, Access date.

Author(s), Date of publication Title or article, Title of periodical, Volume (Number), URL, Access date

When referencing electronic material distributed on CD-ROM, or similar media, cite as you would for printed material. Include page numbers or other section references if required/appropriate.

3.8.2 Sample bibliography

Alcock, J P, 1965 Celtic water cults in Roman Britain, *Archaeol J*, 122, 1–12

Barclay, G J and Maxwell, G S, 1998 The Cleaven Dyke and Littleour: monuments in the Neolithic of Tayside, *Soc Ants Scot Monogr Ser 13*. Edinburgh: Society of Antiquaries of Scotland

Barker, P P and Mercer, E J F, 1999 Geophysical survey at High Avenue, Letchworth, Herts, Unpubl report for Hertfordshire Archaeological Trust, Job Ref J1380. Stratascan Geophysical & Specialist Survey Services

Bordes, F, 1973 On the chronology and contemporaneity of different Palaeolithic cultures in France, in C Renfrew (ed) *The explanation of culture change: models in prehistory*. London: Duckworth, 217–26

Joussaume, R, 1985 *Les dolmens pour les morts*. Paris: Hachette

Landow, G P, 1992 Hypertext: the convergence of contemporary critical history and technology. Baltimore and London: John Hopkins University Press. Available: <http://landow.stg.brown.edu/ht/contents.html> Accessed 25 January 2000

Richards, C and Thomas, J, 1984 Ritual activity and structured deposition in Later Neolithic Wessex, in R Bradley and J Gardiner (eds) *Neolithic Studies: a review of some current research*, Reading Studies in Archaeology 1, BAR Brit Ser 133. Oxford: British Archaeological Reports

Smith, I F, 1956 *The decorative art of Neolithic ceramics in south–east England*. Unpubl PhD thesis, University of London

Stuiver, M, and Reimer, P J, 1998 *CALIB 4.0 Manual*. Seattle: Quaternary Research Centre, University of Washington. Available: <http://depts.washington.edu/qil/calib/annual/index.html> Accessed 17 February 1999

**ONE HUNDRED AND NINETEENTH MEETING OF THE COUNCIL
OF THE INSTITUTE OF ARCHAEOLOGISTS**

11:45am, Wednesday 14 January 2009

The Royal Institute of International Affairs, Chatham House, 10 St James's Square
London SW1Y 4LE

AGENDA

Please note: lunch will not be provided but tea and coffee will be

- | | | |
|-------|-------|---|
| 12:15 | 1. | Apologies |
| 12:20 | 2. | Minutes of the last meeting |
| 12:30 | 3. | Council and committees |
| | 3.1 | Hon Treasurer |
| | 3.2 | Hon Group Affairs Officer |
| 12:40 | 4. | Financial report |
| | 4.1 | Accounts and balance sheet |
| | 4.2 | Revised budget and subscription proposals |
| | 4.3 | Financial plan |
| 13:10 | | Lunch |
| 13:40 | 5. | Strategic Plan |
| 13:40 | 5.1 | Future of the ClfA |
| | 5.1.1 | Strategic plan 2010-20 |
| 14:00 | 5.2 | Membership and RO promotion and recruitment |
| | 5.2.1 | Membership requirements and documentation |
| | 5.2.2 | RO scheme development |
| 14:10 | 5.3 | Accreditation of archaeologists |
| 14:20 | 5.4 | Pay and conditions |
| 14:40 | 5.5 | Training and development |
| | 5.5.1 | CPD communication plan |
| 14:55 | 6. | Recession plan and seminar |
| 15:10 | 7. | Publications |
| | 8.1 | Journal proposal |
| 15:45 | 9. | Business plan targets |
| 15:55 | 10. | Disciplinary |
| | 10.1 | Current cases |
| 16:25 | 11. | Matters arising from the last meeting |
| 16:35 | 12. | AOB |
| 16:50 | 14. | Date and venue of next meeting |

**ONE HUNDRED AND EIGHTEENTH MEETING OF THE COUNCIL
OF THE INSTITUTE FOR ARCHAEOLOGISTS**

11:45am, Thursday 23 October 2008
The Royal Institute of International Affairs, Chatham House, 10 St James's Square
London SW1Y 4LE

MINUTES

Present: Gerry Wait (Chair), Jo Bacon, Mike Bishop, Patrick Clay, Mark Collard, David Divers, Stuart Eve, Geoff Morley, Roland Smith, Andy Towle, Roger White

Staff: Peter Hinton, Alex Llewellyn

1. Apologies **ACTION**
Beverley Ballin Smith, Peter Barker, Chris Clarke, Virginia Dellino-Musgrave, Kasia Gdaniec, Victoria Hunns, Martin Newman, John Sode-Woodhead, Sadie Watson

2. Introduction and welcome to new Council members
GW welcomed all new Council members to the meeting. He reminded all of the importance of prompt arrival, reading papers in advance, polite debating, allowing others to contribute, and the confidentiality and fiduciary duties of Council members as Directors of the Institute. **ALL**

PH and AL were happy to answer any questions in advance of meetings.

3. Minutes of the last meeting
10–4.2 – MB noted that he had clarified the issue regarding retired subscription rates and would not be taking this forward.

The minutes were agreed.

4. Financial report
4.1 Accounts and balance sheet – AL had circulated the accounts, balance sheet and finance report to Council. Asked for any comments or questions about these. **AL**
MB asked which projects were over budget and behind schedule and asked if this could be included in the report in future. MC asked if it was possible to include details of the total budgets for each project so that Council could have a better understanding of how far over budget any were.

5. Strategic Plan
AL informed the new Council members that the items below were key areas of the Strategic plan that Council had decided to concentrate on over the past year. New elements could be introduced as standard Council agenda items if Council wished.

5.1 Future of the CIFA
5.1.1 Outcomes from AGM and communication plan – GW reported that all resolutions were passed at the AGM and the Institute was now trading as the 'Institute for Archaeologists' with a new logo and branding. AL circulated a copy of the new 'Join the Cifa leaflet'.

<p>PH reported on the communication plan that Kathryn Whittington was working on. A letter was going out to the membership and RPs referring back to the previous letters circulated by PH and Mike Dawson and explaining the reforms that had been passed at the AGM. KW was also updating the website to reflect the reforms and the mailing would include a copy of the recruitment leaflet for members to pass onto colleagues. A second mailing would take place in the following month to circulate the new standards and guidance etc.</p>	<p>KW KW</p>
<p>KW and Tim Howard would also be writing to all former members and others in the sector notifying them of the reforms and inviting them to join.</p>	<p>KW, TH</p>
<p>PH noted that the promotional brochure was still progressing and the revised text needed to be checked by the contributors and photographs needed to be commissioned.</p>	<p>KW</p>
<p>5.2 Membership and RAO promotion and recruitment</p>	
<p>5.2.1 <u>Membership requirements and documentation</u> – PH reported that the majority of changes had now been actioned. There was still work to be done on developing the option of having assessors to look at applications between meetings, in particular relating to specialists. Office staff to evolve a procedure for VC approval.</p>	<p>BA, KC</p>
<p>PH was also keen to look at whether membership of other institutes would allow access to ClfA membership.</p>	<p>PH</p>
<p>PH noted that the current membership figures were included on the agenda and reiterated that there had not been a fall in the number of applications being received, but that retention seemed to be more of an issue. AL to circulate debtors list to Council.</p>	<p>AL</p>
<p>5.2.2 <u>RO scheme development</u> – it was noted that the alterations to the RO by-law had been approved at the AGM.</p>	
<p>6. Business plan targets</p>	
<p>PH drew attention to the items that were behind schedule</p>	
<ul style="list-style-type: none"> • Communication with groups – ongoing • Accreditation – ongoing • QA system in office – ongoing • Conditions of contract for specialists – CWPA to chase Finds Group • Review of standards and guidance – paper to come to next Council • Maney journal – formal proposal to go to Editorial Board and Council 	<p>KW, TH PH AL, KC PC, KG KG PH</p>
<p>MC asked if it would be possible to have names in full on the targets.</p>	<p>AL</p>
<p>7. Council and committees</p>	

<p>AL had circulated a proposed list of Committee members for Council approval. New Council members were encouraged to join any committees they were interested in. GM asked to be added to PTC list.</p>	<p>MC, SE, SW AL</p>
<p>GW drew attention to the vacancy for Honorary Treasurer and asked for expressions of interest from Council.</p>	<p>ALL</p>
<p>PH asked Council to approve the suggestions that various key bodies can nominate individuals to sit on Validation and RO committee to allow transparency of the systems. MB would rather have these as observers than voting committee members. Council voted in favour of PH's recommendation. PC suggested adding the Portable Antiquities Scheme to the list for CWPA.</p>	<p>PH</p>
<p><u>Representation</u> – PH circulated a current list of members acting as representatives for ClfA on other committees. Asked Council to notify AL of any omissions so that the list could be approved at the next meeting.</p>	<p>ALL AL</p>
<p>AL informed Council that VDM had stepped down as Hon Group Affairs officer and asked Council members for expressions of interest in this post. AL to contact East Midlands Group to find out what was happening following their AGM.</p>	<p>AL</p>
<p>8. Disciplinary</p>	
<p>PH referred to the report from the independent assessor which had been positive and made a number of recommendations for continued improvement.</p>	
<p>8.1</p>	
<p><u>Current cases</u> – AL reported on the current disciplinary cases. Following the last Council meeting had been in touch with out Honorary Legal Advisor who would be happy to attend an appeal meeting. Council suggest meeting date of 24 November. AL to action.</p>	<p>AL</p>
<p>9. Heritage Protection Bill and PPS</p>	
<p>PH reported on the update given at the discussion session in advance of the AGM. The next stage for this would be possible inclusion in the Queen's speech on 3 December. If this is the case then a new version of the Bill would be published along with circulars and the PPS to accompany the Bill.</p>	
<p>The draft PPS was due to go to ministers in the next couple of weeks. When published there will be 6 months consultation period with a number of workshops. PH was keen to get events organised for ClfA members as well.</p>	<p>PH</p>
<p>10. Matters arising from the last meeting</p>	
<p>3.1 – costs of RO scheme – BA to report to RO committee; AL to add to BP targets</p>	<p>BA, AL</p>
<p>4 – Publications – these will be discussed at the next Council meeting</p>	<p>PH JSW</p>
<p>5.1.4 – International Group – no progress on 15 names</p>	
<p>5.1.5 – PH to circulate IHBC/ClfA committee minutes</p>	<p>PH</p>
<p>5.2.2 – proposals for developing the scheme will be discussed at next RO committee</p>	<p>PH, LS</p>
<p>5.5 – AL to agree budget for CPD with Exec</p>	<p>AL</p>

- 9.1 – AL to speak to MN re IMSIG **AL**
- 10 – proposal to go to Exec about retired members’ subscription rates **AL**
- 11. AOB**
- 11.1** Canterbury – PC informed Council that CWPA had discussed concerns raised about Canterbury adopting a policy on performance bonds but not on ROs. Kate Geary to draft letter for PH and GW asking questions about how the policy was working. **KG**
- 11.2** Brecon Beacons – GM asked if there was any update on this following the last meeting. PH not aware of any progress but will look at again. **PH**
- 11.3** BAJR – Council noted the recent discussion on BAJR about reforms of the ClfA and asking for ClfA to regularly communicate on the message board. PC suggested that occasional short responses should come from the office where appropriate. PH to discuss with Tim Howard and KW. **PH**
- 12. Date and venue of next meeting**
- 14 January 2009 – venue to be confirmed **AL**
- 22 April 2009 – venue to be confirmed
- 8 July 2009 – venue to be confirmed
- GM asked if the start time of meetings could be slightly later. **AL**



Appendix 2 Report header


Name of committee/ Title	
Date of meeting	
Status:	
Author(s):	
Origination date:	
*Agenda number:	
*Version number:	
*Summary of changes:	
Circulation:	
*Required action:	
File name / location:	

	Notes on usage
Name of committee/ Title:	Official title of this document (follow with 'Working Title') if appropriate or name of Committee
Status:	Use DRAFT REPORT, DISCUSSION DOCUMENT, REPORT, CONSULTATION, FINAL REPORT etc
Author(s):	Author name, (plus job title organisation and contact details if intended for external circulation) and revisers where necessary
Origination date:	Date when first version of this document was created. This shouldn't subsequently be changed.
*Agenda number:	The agenda tem number if the report is linked to an agenda.
*Version number:	Version number for this document. General practice is to use numbers below one for early drafts (0.1, 0.2 etc), and increments of whole numbers for issued versions (1.0, 2.0) with minor changes indicated by decimal fractions (eg 2.1 for a minor edit to version 2.0)
*Summary of changes:	It is sometimes useful to include a list of the major changes to this version from the previous version, particularly anything that needs attention from reviewers.
Circulation:	Who this version of this document has been circulated to
*Required action:	What is required of recipients. eg 'Comment by 1 August to the author', 'For discussion on 17 July' etc. Be specific!
File Name / location:	Name/Location on the servers of this version of this document (can be taken from File / Properties for Word documents)

*it may not be necessary to include these headings on all documentation for example committee reports, minutes


Appendix 3 Standard proofreading/ editing symbols




Indent for paragraph. This mark  also means to add a new paragraph.  means don't indent.

A caret  shows where a corrected or substituted letter, word, phrase or punctuation should be inserted


supose 


The whole  ^{comprises} ~~is comprised~~ of many parts.

The delete  mark indicates text or punctuation to be deleted

Character, as my dad used to say, is the ability  to east  just one peanuts .

A stroke  through a capital letter indicates it should be lower case


Stephen L Weber, resident of San Diego State University

Three lines  under a lowercase letter indicate the letter should be capitalised

resident Stephen L Weber

A single underline  or  means to set the word(s) in italics


See the article in the latest edition of The Archaeologist

A wavy line  under text means to be set in boldface

I always read *The Archaeologist*

A straight line  or hatchmark  between letters or words means to add a space


Students eat lot of pizza

This mark  used alone or with a delete mark means to close up space

I wear my every day clothes every day.

Apartment

A series of dots under a word or passage and /or the word "stet" (let it stand) means leave as it was before the correction.

 Retain ~~erased~~ out portion of text

This mark  means to transpose letters, words, or punctuation

Transpose these letters, words and

Use a circle  to indicate
Abbreviation

Colonel Smith

No abbreviation

the col. said

Use figure

six hundred

Spell out figure

she had 5 daughters

Appendix 4 Abbreviations and acronyms

AABC	Architects Accredited in Building Conservation
AAF	Archaeological Archives Forum
ABRC	Advisory Board for Redundant Churches
ACBMG	Archaeological Ceramic Building Material Group
ACCAC	Curriculum and Assessment Authority for Wales
ACE	Arts Council of England
ACHWS	Advisory Committee on Historic Wreck Sites
ACO	the former Association of Conservation Officers
ADCA	Association of Diocesan and Cathedral Archaeologists
ADS	Archaeology Data Service
ADU	Archaeological Diving Unit
AEA	Association of Environmental Archaeologists
AF	Architecture Foundation
AGT	Association of Gardens Trusts
AHF	Architectural Heritage Fund
AHI	Association for Heritage Interpretation
AHRB	Arts and Humanities Research Board
AHSS	Architectural Heritage Society of Scotland
AIA	Association for Industrial Archaeology
AIA	Archaeological Institute of America
ACIfA	Associate member of the ClfA
AIM	Association of Independent Museums
AIP	Archaeological Interventions Project (England)
ALGAO	Association of Local Government Archaeological Officers
ALI	Adult Learning Inspectorate
ALSF	Aggregates Levy Sustainability Fund
ALT	Association for Learning Technology
AMS	Ancient Monuments Society
APM	Association for Project Management
APPAG	All-Party Parliamentary Archaeology Group
APT	Association of Preservation Trusts
ASLN	Ancient and Sacred Landscapes Network
ATF	Archaeology Training Forum
BAA	British Archaeological Awards
BAA	British Airports Authority
BAA	British Archaeological Association
BABAO	British Association for Biological Anthropology and Osteoarchaeology
BADLG	the former British Archaeologists and Developers Liaison Group
BAG	(ClfA) Buildings Archaeology Group
BAJR	British Archaeological Jobs Resource
BCCT	Buildings Conservation Centre Trust
BEFS	Built Environment Forum Scotland
BEN	Black Environment Network
BEN	Built Environment Network
BIAB	British and Irish Archaeological Bibliography
BM	British Museum
BPF	British Property Federation
BSI	British Standards Institute
BTA	British Tourist Authority

BURA	British Urban Regeneration Association
CA	<i>Current Archaeology</i>
CAA	Cathedral Architects Association
CAL	Computer-assisted learning
CAP	Common Agricultural Policy
CAP	Conservation Area Partnership [scheme]
CATS	Credit Accumulation and Transfer Scheme
CASG	Cathedral Architects Steering Group
CBA	Council for British Archaeology
CBI	Council for British Industry
CC	Competition Commission
CC	the former Countryside Commission (now CA)
CCC	Council for the Care of Churches
CCEA	Council for Curriculum Examinations and Assessment (NI)
CCJSC	Conditions of Contract Joint Steering Committee
CCSkills	Creative and Cultural Skills (formerly CCISSIC – Creative and Cultural Industries Sector Skills Council)
CCT	Churches Conservation Trust
CCP	Cultural Contact Point (EU)
CDM	Construction (Design and Management) regulations ('CONDAM')
CD&T	the former Career Development and Training committee (now PTC)
CE	Continuing Education
CEC	Commission of the EC
CEML	Council for Excellence in Management and Leadership
CET	Continuing Education and Training
CF	Conservation Foundation
CFCE	Cathedrals Fabric Commission for England
CIA	Council for Independent Archaeologists
CIC	Construction Industries Council
CIEPAG	Creative Industries Export Promotion Advisory Group (to DTI)
CIRIA	Construction Industry Research and Information Association
CITB	Construction Industries Training Board
CLA	Country Land and Business Association
CNP	Council for National Parks
CNRA	Conseil National de la Recherche Archéologique
CNRS	Centre National de la Recherche Scientifique
CO	Conservation Officer
CoD	(ClfA) Change of Details form
COSHEP	Committee of Scottish Higher Education Principals
COSLA	Convention of Scottish Local Authorities
COSQUEC	the former NTO for the environment sector (now Lantra)
COVE	Centre of Vocational Excellence
CPA	Comprehensive Performance Assessment
CPD	Continuing Professional Development
CPO	Chief Planning Officer
CPRE	Campaign for the Protection of Rural England
CPRW	Campaign for the Protection of Rural Wales
CRM	Cultural resource management
CS	Chapels Society
CSA	Council for Scottish Archaeology (now Archaeology Scotland)
CSCS	Construction Sites Certificate of Safety

CSR	Comprehensive Spending Review
CSR	Corporate Social Responsibility
CT	Civic Trust
CTI	Computers in Teaching Initiative
CTICH	Computers in Teaching Initiative Centre for History, Archaeology and Art History
CTISS	Computers in Teaching Initiative Support Service
CTW	Civic Trust for Wales
CUCAP	Cambridge University Committee on Aerial Photography
CVCP	Committee of Vice-Chancellors and Principals
DAC	Diocesan Advisory Committee
DBA	Desk-based assessment
DBFO	Design, Build, Fund and Operate
DC	Development control
DCLG	Department for Communities and Local Government (formerly ODPM, DTLR, DETR, DoE...)
DCMS	Department for Culture, Media and Sport
DD	Direct debit
DDA	Disability Discrimination Act
DDE	Dynamic Data Exchange
DEFRA	Department of the Environment, Farming and Rural Affairs
DEM	Digital Elevation Model, or terrain model.
DENI	Department of Education, Northern Ireland
DETR	the former Department of Environment, Transport and the Regions (now DEFRA and, briefly, DTLR)
DF	(CifA) Diggers Forum – special interest group
DFES	Department for Education and Skills
DG	Directorate General
DHP	Defence Heritage Project
DIC	Diving Industry Council
DNH	the former Department of National Heritage
DOB	CBA Defence of Britain project
DoE	the former Department of the Environment
DoENI	Department of the Environment Northern Ireland
DSU	Data Standards Unit (EH NMR)
DTI	Department of Trade and Industry
DTLR	former Department of Transport, London and the Regions
EA	Environmental Assessment
EAA	European Association of Archaeologists
EAC	Europae Archaeologiae Consilium
EC	European Commission
ECI	European Construction Industry
ECI	Early Contractor Involvement (contract)
ECTS	European Credit Transfer Scheme
EDI	Education Development International
EDM	Electronic Distance Measurer
EFTA	European Free Trade Agreement
EH	English Heritage
EHAC	English Heritage Advisory Committee
EHEA	European Higher Education Area
EHS	Environment and Heritage Service
EHTF	English Historic Towns Forum

EJA	European Journal of Archaeology
ELI	Employer's Liability Insurance
EP	English Partnerships
EPPIC	English Heritage Professional Placements in Archaeology
ERCF	Estates Renewal Challenge Fund
ERDF	European Regional Development Fund
EO	Equal Opportunities
EU	European Union
ESA	Environmentally Sensitive Area
ESF	European Social Fund
ESRC	Economic and Social Research Council
ET	Employment Tribunal
EU	European Union
EWNI	England, Wales and Northern Ireland
EWNIQ	England, Wales and Northern Ireland Qualifications Development Framework Group
Exec	(ClfA) Executive Committee
FAME	Federation of Archaeological Managers and Employers
FEFCs	Further Education Finding Councils of England and Wales
FDP	Finds Disposal Panel
FDTL	Fund for the Development of Teaching and Learning
FINDS	(ClfA) Finds special interest group
FISH	Forum on Information Standards in Heritage
FISHEN	Forum on Information Standards in Heritage (England)
FRCA	Farming and Rural Conservation Agency
GA	Graduate Apprenticeship
GATS	General Agreement on Trade in Services
GDO	General Development Order
GDP	Gross Domestic Product
GeoSIG	(ClfA) Geophysics special interest group
GG	Georgian Group
GHS	Garden History Society
GIS	Geographic Information System
GPDO	General Permitted Development Order
GPR	Ground Penetrating Radar
GPS	Global Positioning System
HA	Housing Association
HA	Historical Association
HAT	Housing Action Trust
HAT	Hertfordshire Archaeological Trust
HBCW	Historic Buildings Council for Wales
HBEAC	former Historic Built Environment Advisory Committee of EH, now part of EHAC
HBR	Historic Buildings Records
HBR	Historic Building Recording
HC	Housing Corporation
HCPT	Historic Churches Preservation Trust
HE	Higher Education
HEACS	Historic Environment Advisory Council for Scotland
HEAT	Historic Environment Audit Taskforce (of SEL)
HEC	Higher Education sub-Committee (of ClfA)
HEEP	Historic Environment Enabling Programme (EH)
HEF	Historic Environment Forum

HEI	Higher Education Institution
HEIRNET	Heritage Information Resource Network
HEFCE	Higher Education Funding Council (England)
HER	Historic Environment Record
HERO	Historic Environment Record Officer
HEQE	Higher Education: Quality and Employability
HERS	Heritage Economic Regeneration Scheme
HESA	Higher Education Statistics Agency
HGF	Historic Gardens Foundation
HHA	Historic Houses Association
HLF	Heritage Lottery Fund
HMSO	Her Majesty's Stationery Office
HND	Higher National Diploma
HoO	Head of Outreach
HoTS	Head of Training and Standards
HPR	Heritage Protection Review
HRP	Historic Royal Palaces
HS	Historic Scotland
HSE	Health and Safety Executive
HSLAC	former Historic Settlements and Landscapes Advisory Committee of EH, now part of EHAC
IAI	Institute of Archaeologists of Ireland
IAPA	Irish Association of Professional Archaeologists (now IAI)
IAR	Industrial Archaeology Record (now IHR)
ICE	Institution of Civil Engineers
ICON	Institute of Conservation
ICOM	International Council of Museums
ICOMOS	International Council on Monuments and Sites
ICT	Information and communications technology
IDA	Improvement and Development Agency
IEA	Institute of Environmental Assessment
CifA	Chartered Institute for Archaeologists (company name since 2014)
IFA	Institute of Field Archaeologists (company name)
IGP	Innovation and Good Practice [grant by the Housing Corporation]
IHBC	Institute of Historic Building Conservation
IHR	Industrial Heritage Record (formerly IAR)
iiP	Investors in People
ILA	Individual Learning Account
ILTHE	Institute for Learning and Teaching in Higher Education
IMechE	Institution of Mechanical Engineers
IMSIG	(CifA) Information Management Special Interest Group
IPMS	Institution of Professionals, Managers and Specialists
IPPR	Institute of Public Policy Research
IRIS	Index Record for Industrial Sites
IS	Information systems
isNTO	Information Services National Training Organisation
ISO	International Standards Organisation
ISSIG	(CifA) Illustration and Survey Special Interest Group (now GAG)
IT	Information technology
IT	Industrial Tribunal (now ET)
IT	Industrial Trust

JCNAS	Joint Committee of National Amenity Societies
JCT	Joint Contracts Tribunal
JEGS	Job evaluation and grading system
JIS	Jobs information service
JNAPC	Joint Nautical Archaeology Policy Committee
LA	Local authority
LAARC	London Archaeological Archives Resource Centre
LAC	London Advisory Committee (of EH)
LANTRA	NTO for the environmental sector
LASHG	Local Authority Social Housing Grant
LB	Listed Building
LBC	Listed Building Consent
LGA	Local Government Association
LGMB	the former Local Government Management Board (now IDA)
LHI	Local Heritage Initiative (of HLF)
LI	Landscape Institute
LMI	Labour Market Intelligence
LPA	Local Planning Authority
LSC	Learning and Skills Council
LSDA	Learning and Skills Development Agency
LSVT	Large Scale Voluntary Transfer (of housing stock)
LTSN	Learning and Teaching Support Network
MA	Museums Association
MA	Master of Arts (postgraduate qualification)
MAC	Membership Appeals Committee
MAFF	Ministry of Agriculture, Fisheries and Food
MAG	(ClfA) Maritime Affairs Group special interest group
MAP	Museums and Archives Panel (of EH)
MAP	Managing Archaeological Projects
MAPM	Member of APM
MBR	Monuments and Buildings Record
MCC	Millennium Community Competition
MDA	Museums Documentation Association
MIDAS	Monument Inventory Data Standards
MCIfA	Member of the ClfA
MIS	Management information system
MLAC	Museums, Libraries and Archives Council (now RE:SOURCE)
MoD	Ministry of Defence
MoL	Museum of London
MOLA	Museum of London Archaeology (formerly MoLAS Museum of London Archaeology Service)
MoRPHE	Management of Research Projects in the Historic Environment.
MPP	Monuments Protection Programme
MSC	the former Manpower Services Commission
MSc	Master of Sciences
MSD	Membership Services Direct
MTI	the former Museums Training Institute (now CHNTO)
NAS	Nautical Archaeology Society
NASA	National Association of State Archaeologists
NCIHE	National Committee of Enquiry into Higher Education (Dearing - EWNi)
NCIHE	National Committee of Enquiry into Higher Education (Garrick - Scotland)

NDC	New Deal for Communities
NDPB	Non-Departmental Public Body
NERC	Natural Environment Research Council
NGG	(ClfA) New Generation group
NHF	National Housing Federation ('Nat Fed')
NHPP	National Heritage Protection Plan
NIAF	Northern Ireland Archaeology Forum
NICATS	Northern Ireland Credit Accumulation and Transfer Scheme
NIDOE	Northern Ireland Department of Environment
NIEA	Northern Ireland Environment Agency
NIEL	Northern Ireland Environment Link
NLAP	National Library of Air Photographs
NMP	National Mapping Programme
NMR	National Monuments Record
NMS	National Museum of Scotland
NOAA	National Ocean and Atmosphere Association
NOS	National Occupational Standard
NPPF	National Planning Policy Framework (England)
NPPG	National Planning Policy Guidance (Scotland)
NT	National Trust
NTI	New Technology Institute
NTO	National Training Organisation
NTS	National Trust for Scotland
NVvA	Nederlands Vereniging van Archeologen
NVQ	National Vocational Qualification
NQFs	National Qualifications Frameworks
OASIS	On-line Access to the Index of Archaeological Interventions
OA	Oxford Archaeology
OAE	Oxford Archaeology East
OAN	Oxford Archaeology North
OFT	Office of Fair Trading
OP	Occasional paper
ONS	Office of National Statistics
OS	Ordnance Survey
OS	Occupational Standard
PACR	Professional Accreditation of Conservator-Restorers
PAI	Personal accident insurance
PAN	Planning Advice Note (Scotland)
PAP	Personal action plan
PARN	Professional Associations Research Network
PARIS	Preservation of archaeological remains in situ
PD	Project design
PD	Permitted development
PDP ¹	Personal Development Plan
PFI	Private Finance Initiative
PG	Planning Guidance (Wales)
PGA	Post-Graduate Apprenticeship
PCIfA	Practitioner Member of the ClfA
PI	Professional institute
PI	Performance indicator
PII	Professional indemnity insurance

PLI	Public liability insurance
plc	Public Limited Company
PM	Project Manager
PO	Purchase order
PO	postal order
PO	project officer
PPG	Planning Policy Guidance (England)
PPP	Public/Private Partnership
PPS	Planning Policy Statement (Northern Ireland)
PPS	Planning Policy Statement (England)
PPS	Proceedings of the Prehistoric Society
PPS	Parliamentary Private Secretary
PQ	Parliamentary Question
PRO	Public Record Office
PSAG	Projects and Standards Advisory Group (QCA, SQA, ACCAC)
PSI	Policy Studies Institute
PTC	Professional Training committee
PUNS	Publication user needs survey
PX	Post-excavation
QA	Quality Assurance
QAA	Quality Assurance Agency
QCA	Qualifications and Curriculum Authority
QM	Quality Manual
QUEST	Quality, Efficiency and Standards Team
Q<R	Queen's & Lord Treasurer's Remembrancer
RA	Risk assessment
RAE	Research Assessment Exercise
RCAHMS	Royal Commission on the Ancient and Historical Monuments of Scotland
RCAHMW	Royal Commission on the Ancient and Historical Monuments of Wales
RCC	Regional Cultural Consortium
RCHME	the former Royal Commission on the Historical Monuments of England (now EH)
RDA	Regional Development Agency
RIBA	Royal Institute of British Architects
RIAS	Royal Incorporation of Architects in Scotland
RIG	(ClfA) Research and Impact group
RICS	Royal Institution of Chartered Surveyors
RTPI	Royal Town Planning Institute
RTPA	Restrictive Trades Practices Act
RTH	Regeneration Through Heritage
RO	(ClfA) Registered Organisation(s)
ROC	(ClfA) Registered Organisation Committee
ROB	Rijkscommissie voor het Oudheidkundig Bodemonderzoek
RPA	Register of Professional Archaeologists (USA)
RPH	Responsible Post-holder
RSA	Royal Society of Arts
RSA	Regional Science Adviser (EH)
RSL	Registered Social Landlord (broadly a Housing Association)
RTPI	Royal Town Planning Institute
R&D	Research and development
SAA	Society for American Archaeology
SAHGB	Society of Architectural Historians GB

SAL	Society of Antiquaries of London
SAM	Scheduled Monument
SBAG	Science-Based Archaeology Group (of NERC)
SCA	Society for Church Archaeology
SCACE	Standing Committee of Archaeologists in Continuing Education
SCAHT	Scottish Architectural Heritage Trust
SCFA	Subject Committee for Archaeology (formerly SCUPHA)
SCHCA	Subject Centre for History, Classics and Archaeology
SCNPAS	Standing Conference of National and Period Archaeological Societies
SCOP	Standing Conference of Principals
SCQF	Scottish Credit and Qualifications Framework
SCT	Scottish Civic Trust
SCUPHA	Standing Committee of University Professors and Heads of Archaeology (now SCA)
SEELD	Scottish Executive Enterprise and Lifelong Learning Department
SEL / SE LINK	Scottish Environment Link
SEU	Social Exclusion Unit
SHEFC	Scottish Higher Education Funding Council
SHES	(University of Reading) School of Human and Environmental Sciences
SHG	Social Housing Grant
SFC	Standard Form of Contract
SIBAwP	(ClfA) the former Standards in British Archaeology working party (now PD&P)
SIG	ClfA Special Interest Group
SLA	Service level agreement
SMA	Society of Museum Archaeologists; Scottish Museums Archaeologists
SMC	Scheduled Monument Consent
SME	Small and Medium-sized Enterprise
SMR	Sites and Monuments Record
SNH	Scottish Natural Heritage
SOA	Single outcome agreement
SO	Scottish Office
SO	Standing Order
SoC	(ClfA) Statement of Competence
SOEID	Scottish Office Education and Industry Department
SPA	the former Society of Professional Archaeologists (now ROPA)
SPAB	Society for the Protection of Ancient Buildings
SPICe	Scottish Parliament Information Centre
SPG	Supplementary Planning Guidance
SQA	Scottish Qualifications Authority
SQFDG	Scottish Qualifications Framework Development Group
SRB	Single Regeneration Budget [Challenge Fund]
SSC	Sector Skills Council
SSDA	Sector Skills Development Agency
SSSI	Site of Special Scientific Interest
STF	Skills Task Force
SUT	Society for Underwater Technology
SVQ	Scottish Vocational Qualification
SWAP	Scottish Wetland Archaeological Programme
SWCL	Scottish Wildlife and Countryside Link
TA	<i>The Archaeologist</i>
TAG	Theoretical Archaeology Group
TAF	The Archaeology Forum (formerly Historic Environment Forum)

TAN	Technical advice note
TCS	Twentieth Century Society
TEA	<i>The European Archaeologist</i>
THA	The Heritage Alliance
TFA	<i>The Field Archaeologist</i> (now TA)
THI	Townscape Heritage Initiative (of HLF)
TICCIH	The International Conference for the Conservation of Industrial Heritage
TLA	Three-letter acronym
TLTP	Teaching and Learning Technology Programme
TLTSN	Teaching and Learning Technology Support Network
TORC	Training On-Line Resource Centre (taken over from CHNTO)
TTF	Treasury Task Force
TTP	Treasure Trove Panel
TUF(SE)	Trade Union Fund (SE)
Twp	the former Training working party (now PTC)
TQA	Teaching Quality Assessment
TP	(ClfA) Technical paper
UAD	Urban archaeological database
UAHS	Ulster Architectural Heritage Society
UDA or UDAI	Urban Design Alliance
Ufi	University for Industry
UG	Undergraduate
UKIC	United Kingdom Institute of Conservation
UKICAS	United Kingdom Institute of Conservation Archaeology Section
ULF	Union Learning Fund
ULR	Union Learning Rep
UNESCO	United Nations Educational, Scientific and Cultural Organisation
UNIDROIT	Institut international pour l'unification du droit privé (International Institute for the Unification of Private Law)
UoR	University of Reading
URL	Uniform Resource Locator
VAG	Vernacular Architecture Group
VAT	Value added tax
VC	Vice Chair;
VC	(ClfA) Validation Committee
VCH	Victoria County History
VET	Vocational Educational Training
VRQ	Vocationally-Related Qualification
VS	Victorian Society
WA	Wessex Archaeology
WAC	World Archaeology Congress
WARG	Winchester Archaeological Rescue Group
WARP	Wetlands Archaeology Research Project
WAwp	(ClfA) the former Working Agreement working party
WCL	Wildlife and Countryside Link
WAERC	Wetland Archaeology & Environments Research Centre
WGS	Woodland Grant Scheme
WHS	World Heritage Site
WHS	A make of trowel
WO	Welsh Office
WSI	Written Scheme of Investigation

WT	Waterways Trust
WT	Wildlife Trusts
WWW	World Wide Web
YAT	York Archaeological Trust