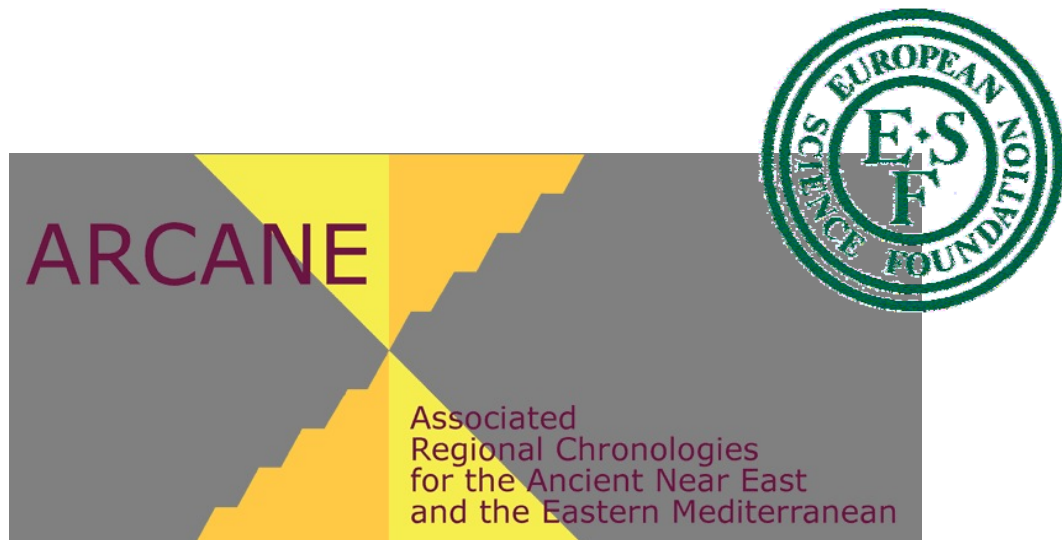


SUGGESTED GUIDELINES FOR THE ARCANÉ PROCEDURES OF THE REGIONAL PHASE

(WD002, v.2)

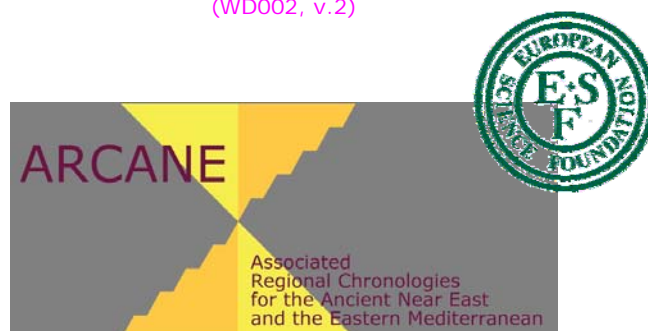


Proposed by

Pierre de Miroschedji, Uwe Finkbeiner, Marc Lebeau,
Eddie Peltenburg & Jean-Paul Thalmann

SUGGESTED GUIDELINES FOR THE ARCANE PROCEDURES OF THE REGIONAL PHASE

(WD002, v.2)



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This document is to be considered as an addition
to the chapters «Presentation» & «Modus Operandi»
(ARCANE website: <http://www.arcane.uni-tuebingen.de>),
which describe the spirit and the general procedures of the Programme.

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ABBREVIATIONS

DB: DataBase - DBC: DataBase Conceiver - RC: Research Coordinator - SC: Steering Committee - TL: Team Leader (former Regional Coordinator/Transversal Coordinator)
CD: Compact Disk - DVD: Digital Video Disk - ESF: European Science Foundation

TIME PLANNING — DATABASE DEVELOPMENT & SECURITY

(WD003, v. 2)

- Demo version, based on the 6 standalone (non-relational) files + bibliography file: March 2006,
- Downloadable standalone (non relational) files from the Web on December 2006,
- Beginning of the Data Collecting Phase : December 2006,
- Integration of the synopsis files, March 2007,
- End of the Data Collecting Phase : 8 months after the 1st regional meeting, in any case before **December 31st, 2007**,
- Relational DB fully operational within 12 months (January 1st 2008), with the following security levels:
 - rank 1 access, i.e. Chairman, RC, SC, TL (regional & transversal), DB managers, technical staff: January 2008 (updates every 3 months),
 - rank 2 access, i.e. all Arcanians (including topic coordinators): March 2008,
 - rank 3 access, i.e. general audience, public access from the Web: October 2008.

ACCESS & COMMUNICATION OF THE FILES

(WD004, v. 1)

- Access to the files: the files can be downloaded directly from the Web OR communicated to the excavation directors via CDs by the Team Leaders (Regional Coordinators).
- Inventory input time range: it is strongly recommended that all inventories are entered 8 months after the date of the first regional meeting. In any case December 31, 2007 will be the deadline for any inventory input.
- The filled-in files have to be sent back to the TL, who proceeds to a **scientific** validation. After validation, the inventory files are sent by the TL to the DB managers (CDs) who proceed to the **technical** validation.
- Additional records may be sent at any time during the data collecting phase: for instance, items may be added to an already submitted inventory. That such items are given their correct and full "ARCANE Serial Numbers" (no duplications) is the entire responsibility of the TLs.
- Procedures for Data Exchange and Comparison: as soon as the relational DB can be fed with data sent by the TLs following the above-mentioned procedure(s) (March 2007), a copy of the DB will be sent (on DVD) to all TLs. Periodicity of update: 4 times a year, depending on the inflow of data. The proposed system of passwords will protect "sensitive" data, if any, during the above-mentioned "phases" of the project.

FILE VALIDATION

(WD005, v.2)

- The scientific validation (under the responsibility of the TL) is a major, but not exceedingly time-consuming task. It consists in checking the general consistency of the data, their scientific meaning and relevance to the project, for avoiding registering **INCONGRUOUS** or **USELESS** sets of data.
- The technical validation (under the responsibility of the DB managers) is a much longer process like, as part of other things, checking **IMPROPER** or **INCOMPLETE** sets of data, which could affect the general interrelational functioning of the DB. The DB managers

have to ensure the follow up (asking for missing information, seeking corrections ...).

- Once technically validated, the inventory (or whatever set or submitted records) is introduced in the DB by the DB managers.

NR OF INVENTORIES

(WD006, v.2)

- Please keep in mind that "Inventory" is the so-called "Master Table" in the relational DB: it is thus the best benchmark by which the "amount" of submitted data can be estimated.

- One Inventory = one "Inventory" record + one "Unit" record + one "Complex" record + one "Site" record + as many "Pottery" and "Object" records as necessary.

- Please note that one "Complex" record (and of course the unique "Site" record) can be valid for more than one "Inventory".

- Number of Inventories per site: between 1 and 16, depending on the ARCANE relevance of the site. Over 16 for exceptional reasons, providing there is an agreement of the Team Leader(s).

- Number of Inventories per region: between 65 and 100. 100 would be the declared maximum but we could accept a tolerance to 125.

- Number of Inventories in the general Programme: 1000 should be considered as the ideal number (feasibility, budget, DB allowance), it could produce as much as 15.000-20.000 complete vessels and about 7.500 to 10.000 objects.

NATURE & CONTENTS OF INVENTORIES

(WD001, v.2)

ARCANE "PRIMARY INVENTORY" / STRATIGRAPHICAL BENCHMARKS

(definition elaborated by Edgar Peltenburg)

- Benchmarks originally referred to surveyors' marks made on a stationary object of previously determined position and elevation and used as a reference point e.g. for tidal observations and other surveys. Consequently, for archaeologists, *a chrono-stratigraphic or assemblage benchmark is a standard by which other archaeological data can be measured or judged*. Benchmark assemblages are thus groups of objects found in contexts of the highest depositional integrity that hopefully, though not always, can be linked to an absolute chronology, e.g. single burial deposits, suddenly destroyed floors / buildings / complexes, single event caches.

- ARCANE "primary inventories" are expected to correspond to this definition. They will compulsorily be linked to a UNIT.

- The rigorous selection of chronologically discrete material culture will result in unrivalled quality data and compensate for the inevitable loss of quantity. Perforce, the result will be more selective than systematic. What we lose in quantity we gain in quality.

ARCANE "COMPOSITE INVENTORY"

(definition elaborated by Jean-Paul Thalmann, revised by Marc Lebeau)

- In order to add complementary data to the artefactual assemblages represented in the "primary inventories", ARCANE "composite inventories" may be introduced by merging together (under one ARCANE Inventory Serial Number) a restricted number of inventories from "excavation units" strictly correlated stratigraphically, not necessarily contiguous but belonging to the same COMPLEX. By definition they cannot be linked to a UNIT, but will compulsorily be linked to a COMPLEX (e.g. inventories from contemporary

floors in various rooms of the same building).

- "Composite inventories" being introduced merely for the sake of added representativity, they should not outnumber the "primary inventories" of one site.
- Grounds for creating a "composite inventory" should be strictly stratigraphical and topographical, and should be explicitly stated.

ARCANE "ARTIFICIAL INVENTORY"

(definition elaborated by Jean-Paul Thalmann)

- ARCANE "artificial inventories" respond to the wish of incorporating significant information retrieved from insufficiently documented contexts and/or old standards of publication. They should be used with utmost care, introduced only when strictly necessary, and in any case include but a small proportion of all data collected for ARCANE:

- in Regional Groups, to store a limited amount of data or items such as stray finds which are nevertheless considered as significant (e.g. for inter-regional relations). Only one "artificial inventory" is allowed per site: by convention, it will be numbered "000".
- in Transversal Groups, to store data or items which are stratigraphically/ chronologically poorly documented (e.g. from old excavations) but are nevertheless considered as significant for typological and comparative purposes. All such inventories must be linked to a site, no "ultra-artificial" inventory including e.g. 2 items from site X, 3 from site Y etc. being allowed.

INTEGRATION OF DOCUMENTS IN INVENTORIES

(WD007, v.2)

How to integrate specific classes of documents depending on their nature, stratigraphical status, expected abundance or chronological/typological significance, reliability in the presently available documentation?

- The introduction of the "primary", "composite" and "artificial" inventories allows for integrating any kind of material, whatever its provenience or "stratigraphical" status, provided it is deemed significant for the project.
- The "Pottery" and "Object" files have been adapted so that all items (including e.g. stray sherds significant for inter-regional relations) can be introduced, properly coded and interrelated with all other relevant data, if any.
- In order not to overflow the DB with identical records (for pottery or figurines, for instance), the field for "Number of identical items in Inventory" should be systematically used. The DBC presently prefers this solution to the introduction of ready-made "types" and terminologies, which should be defined as an OUTPUT of the project, and not used from the start, for obvious methodological reasons. Additional Tables will be introduced into the Relational DB, as soon as wished, to store the "ARCANE Types" as defined during the regional and inter-regional phases of the project: such "ARCANE Types" will be directly interrelated with, and dependent from all individual items previously registered.
- Some classes of material (e.g. cylinder-seals) may require to be registered in a Table of their own, for specific descriptive purposes which are not fully accounted for in the "Object" Table. Lists of specific fields and keywords for such Tables should be submitted as soon as possible by the relevant specialists; their full integration within the relational DB raises no special problems.
- Data will be collected "as presently available": if the information to be entered in any of the required fields is missing, the keyword "unavailable" is to be used. Other fields may simply be left blank if information missing or irrelevant.

- "Textual descriptions" should be EITHER compatible with the proposed keyword system (i.e. they must include in () the keyword roughly equivalent to any preferred other terms) OR be kept to a very strict minimum. Otherwise, they will be unsearchable and unretrievable by any reliable procedure. In most cases, careful use of the keywords in the "Header" section of the files gives better information than any "short textual description". Anyway, filling in at length the free-text fields in any of the files, and disregarding the above-mentioned guidelines, is time safely and securely wasted.

SYNOPSIS

(WD008, v.2)

- A Synopsis corresponds to any kind of document, elaborated or semi-elaborated, issued from preliminary or progress synthesis, applied to specific data concerning:

- a local phase/stratum of a specific site,
- data from more than one site, from one region or from neighbouring regions, for comparative purposes.

- It can have a graphic or textual nature, or a combination of both.

- It will usually be a chart, a table, a map, a written document, a list of data, a statement. It can contain drawings, photos, sub-charts, ...

- For the sake of clarity and ease of use (printing, etc.), the A4 format (1 full page per synopsis) is strongly recommended.

- Synopsis containing information or preliminary typology about specific categories of material would be particularly welcome, at the condition they are linked to a specific local phase/stratum of one specific site.

- The aims of a synopsis are varied:

- increasing the representativity of materials described in the Inventory documentation,
- including the data provided in the Inventory in a larger perspective,
- drawing attention on useful regional or inter-regional links,
- establishing a correspondence between ARCANE labelled artefacts and "nick-names" traditionally used in the scientific litterature.

- Submitting data in synopsis form is however optional, not mandatory.

- In order to establish a minimal range of interrelational links with the other Tables of the DB, it will be necessary that all Synopsis Records be indexed, using keywords identical or compatible with those of the other Tables.

- Synopsis records will be stored in a "Synopsis Table" of the relational DB as indexed PDF documents.

INCENTIVES

(WD009, v.2)

- Incentives for encouraging filling-in the Inventory files: the inventories will be paid and signed following a common standard. The filling-in of inventory files is the only job we can pay, due to the current budget.

REGIONAL FLEXIBILITY

(WD010, v.2)

- It is admitted that a certain degree of regional flexibility will be allowed, as far as the spirit and the aims of the Programme are respected, and as far as inter-relational and inter-regional links can be implemented.
- This flexibility can be better defined as data are submitted and subjected to preliminary evaluation, and can certainly be larger once the data input is over (synthesis of the data by the TL and the topic coordinators).

REGIONAL PHASE PUBLICATIONS

(WD011, v.2)

- All regional publications, at least those which depend from regional group responsibility, should be structured in a similar way (see ARCANE ESF application) and should be composed of the same kind of chapters in order to be confronted at the inter-regional phase.
- The chapters will correspond to the various topics under the responsibility of the topic coordinators.
- Graphic homogeneity will be required.
- The TL(s) will be the editor(s). The publication will mention every topic coordinator.

DEADLINES

(WD012, v.2)

- The regional phase of the Programme cannot exceed 3 years (2006-2008).
- Deadlines are necessary and will be defined, applied to the different steps of the regional phase (input of data, DB, meetings, publications, ...).
- The collect of data will be completed at the end of 2007. Then starts the synthesis study, afforded by the TL and the Topic Coordinators (2008), leading to a regional publication. Further guidelines will be necessary in due time for ensuring general homogeneity.

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— January 1st, 2006. Time-planning revised on December 1st, 2006 —

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