



Submitting an entry to *Discovery and Excavation in Scotland*

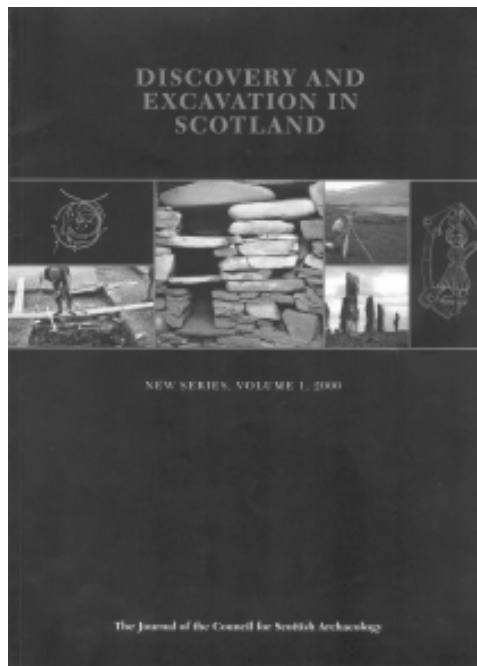
This information sheet provides:

- Discovery and Excavation in Scotland: Your Journal Needs You! – why you should submit an entry to DES;
- notes for contributors;
- *Discovery and Excavation in Scotland* short report form

Discovery and Excavation in Scotland: Your Journal Needs You!

by **Robin Turner**

Honorary Editor, *Discovery and Excavation in Scotland*



Having just completed the production of another edition of *Discovery and Excavation in Scotland*, this seems like a good time to reflect on the past few volumes, and to give some encouragement and advice to existing and potential contributors.

In the recent CSA membership survey, a high proportion of respondents cited *DES* as one of the main reasons they are members of the CSA. Members are clearly keen to keep up to date with archaeological fieldwork of all types in Scotland, and *DES* even provides the contact details of contributors if they want to find out more from the horse's mouth, as well as increasingly indicating where reports on fieldwork can be found – sometimes now including websites.

DES is now produced in such a way that the published information can rapidly be transferred electronically into the National Monuments Record of Scotland and local authority SMRs – another benefit that makes *DES* the envy of archaeologists in many other countries. But *DES* is not just about contributions from active fieldworkers. The addition of up-to-date information on radiocarbon dates, details of Treasure Trove allocations, the archaeological work of the Royal Commission, and information about archaeological student projects all add to its value, and we are always looking for new sorts of



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information that would be of interest to amateur and professional archaeologists in Scotland.

However, *Discovery and Excavation in Scotland* can only achieve its full potential if as many projects as possible are reported on each year. Publication of a summary in *DES* is now usually a condition of archaeological contracts resulting from planning applications, and those in receipt of grants from Historic Scotland and other grant-giving bodies are also required to submit contributions. There are, however, many other active individuals or groups, and there is a concern that some of the fruits of their labours are not making it to the pages of *DES*.

If you or your group have been involved in fieldwork and you haven't been doing so, perhaps I can encourage you to submit short reports to *DES*? I hope you will find the 'Frequently Asked Questions' useful, but please feel free to get in touch with me through the CSA if you have any other queries about contributions. *Discovery and Excavation in Scotland* can only achieve its full potential if everyone involved in archaeological fieldwork in Scotland contributes: we will do everything we can to help, but the first step has to come from you.

*Robin Turner is the Head of Archaeology at the National Trust for Scotland
Extract from Scottish Archaeological News 38 (Spring 2002), 2-3*

Frequently Asked Questions

Q. *We haven't finished our project yet. Should we still submit a contribution?*

A. Yes. We are happy to publish summaries each year of ongoing work.

Q. *We've carried out a survey, but we haven't written it up yet so we haven't completed the analysis of the results. Should we contribute?*

A. Yes please. Contributions don't need to be the last, definitive word. It is more important that readers know what fieldwork has been done each year and what was found. Who knows, someone else might well be working in the same area, and could share information with you; or previous work may have been done which would help your work.

Q. *We don't produce 'publication quality' illustrations. Are you interested in publishing them?*

A. Our readers understand that it is not always appropriate or necessary to produce illustrations to the highest quality. They are more interested in seeing what was found. Space in *DES* is always at a premium, but we are always



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looking for informative illustrations – which can sometimes be hand-drawn sketches as well as state-of-the-art computer-generated images.

Q. *I'm not sure what a contribution should look like.*

A. Just have a look at similar articles in past editions, and have a good look at the 'Notes for Contributors' published at the beginning of each volume. Don't worry if your work was carried out a few years ago, or if the report is not word-processed. It is more important that what you write includes all the relevant information (see the form at the back of each volume), and gives a good impression of the main discoveries.

Q. *I'm not sure if the sort of work that I have been doing is of interest. What sorts of things do you include?*

A. Excavations are always of interest. Even if nothing was found, this gives us information about the extent and survival of adjacent known sites. The term 'discovery' is used quite broadly, and includes:

- information about newly discovered sites, objects or finds;
- surveys of large areas, including details of previously known sites as well as previously unrecorded ones;
- surveys of standing buildings, from ruins to buildings in use;
- surveys of designed landscapes;
- geophysical and other remote sensing surveys;
- results of fieldwalking;
- graveyard surveys.

Q. *What don't you include?*

A. At present we don't include:

- information arising from the post-excavation analysis of previously included sites;
- map-based landscape analysis, unless followed up by field survey and discovery of previously unrecorded features;
- palaeoenvironmental information, unless part of a survey or excavation;
- documentary research, unless part of a survey or excavation.

Don't forget:

- I. You don't need to wait until the deadline before submitting your contribution.
- II. You can always contact the Hon. Editor via the CSA for advice and guidance.
- III. By contributing, you are helping archaeology in Scotland.

Contributions from individuals and from amateur groups are particularly welcome.



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Notes for Contributors

1. The Editor will accept appropriate accounts of all forms of archaeological discoveries undertaken in the year concerned, or of unreported work from previous years. This includes excavation, field survey, historic building survey, geophysical survey, environmental studies and records of stray finds, but does not normally include the results of post-excavation work or of purely desk-based studies. Whilst it is preferable to submit entries in the year of discovery, contributions may also be submitted at a later date.
2. Contributions should be **BRIEF** statements of work undertaken. Survey information should be summarised or tabulated.
3. Each contribution should be on a separate page following the standard format (see *pro forma* on the final page of this information sheet), and typed or clearly printed in double-spacing. Current rather than historic Local Authority divisions should be used (see map on p.6). Copy on PC-compatible disc or via e-mail (in addition to print-outs) will be gratefully received.
4. **TWO COPIES OF EACH CONTRIBUTION** are required, one for editing and the other for deposition **in unabridged form** in the NMRS.
5. The Editor reserves the right to shorten contributions. Because survey observations can be replicated, these are subject to heavier editing than excavation reports, which are records of unrepeatable work.
6. All entries will acknowledge the contributor(s) and appropriate sponsor(s). Anonymous contributions will not be accepted. The contributors' contact addresses will be listed at the back of the volume.
7. Please note that it is a condition of Historic Scotland funded projects that an entry be supplied for publication in *DES*.



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8. Accuracy of entries must be the responsibility of the contributor, to whom all enquiries concerning content should be referred. Contributors may be asked to verify their contributions. The Editor will not enter into lengthy correspondence with contributors.
9. Poorly written, excessively lengthy, or controversial contributions may be returned to the contributor for revision.
10. No proofs will be forwarded to contributors.
11. The submission of illustrations and photographs is encouraged; they will be included where possible if they contribute useful information or enhance the appearance of the volume, but the Editor cannot undertake the redrawing of poor-quality plans. Clear illustrations should be supplied in camera-ready form, at A4 or smaller size, and will be returned if specifically requested. Illustrations are also welcome in electronic format.
12. Copyright for each entry as published in *Discovery and Excavation in Scotland* will rest with the Council for Scottish Archaeology. Entries will normally be added to CANMORE, the National Monuments Record of Scotland on-line database (www.rcahms.gov.uk).
13. Final deadline for receipt of contributions for each volume is **15th December**, but contributions may be sent at any time during the year.
14. Contributions should be sent direct to the CSA office, c/o National Museums of Scotland, Chambers Street, Edinburgh EH1 1JF. E-mail: csa@nms.ac.uk.

DISCOVERY AND EXCAVATION IN SCOTLAND

LOCAL AUTHORITY:

Site Name:

Parish:

Name of Contributor(s):

Type of Site or Find:

NGR (2 letters, 6 or 8 figures):

Report:

Sponsor(s): HS, Society, Institution, Developer, etc. (where appropriate):

Address(es) of Main Contributor(s):

Please send **two copies** (plus disk/email) to: Hon. Editor, *Discovery and Excavation in Scotland*, CSA, c/o National Museums of Scotland, Chambers Street, Edinburgh, EH1 1JF. csa@nms.ac.uk