# NAS Award in Maritime Archaeology
## Report Writing Guidance Notes

### Introduction

One of the requirements for the *NAS Award in Maritime Archaeology* is to produce a report on a maritime archaeological site. The purpose of the report is to demonstrate that students:

- Have understood what they have been taught during the various courses they have attended, learned from participating in fieldwork activities and observed when attending maritime events etc.

- Are competent in gathering information and data during the course of a project and converting what they have discovered into a report that is suitable for dissemination to others who may be interested in the site.
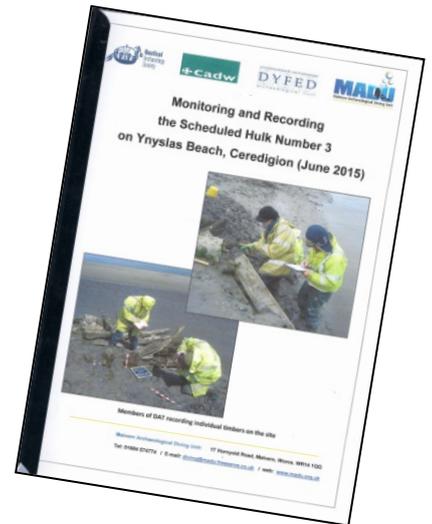
### What is required?

It is expected that the report will be a comprehensive document that anyone who is not familiar with either the site or the subject matter will find both informative and engaging. The 2000 word recommendation is a suggested minimum report size however every site will be so different that students may find that considerably more will be required to do justice to their project. To give you an idea, this guidance document is just over 2000 words and only 6 pages long: your report can be as concise as this, though some of you may want to create a larger, more in-depth report.

As a general rule we would expect a project to involve several days of site survey, recording and data collection, combined with time spent researching and investigating the historical background behind the site, together with the time it takes to compile and write up the report. Remember the sooner you write up the report – which will likely only take a few days – after collecting all of your data, the easier this will be!

You may have been required to write a similar report for work or for a college / university assignment and this could form the basis of your report. However please remember that the NAS report is likely to have slightly different criteria than your employer or academic tutor may require so you may have to make some changes and edits before submitting your report to the NAS. If you are feeling unsure or would like some face-to-face guidance, we offer a Report Writing Maritime Archaeology Course.

### Choosing a site for your project

You are welcome to produce your NAS Award Report on a site of your choice, and below are some guidelines that may be of assistance, however if you have any questions about the suitability of a site for your report, please contact the NAS Office.

- The project does not need to be on a previously un-recorded site. It can, for instance, repeat work previously carried out, but it should also add to any existing body of work relating to the site. In your report, reference should be made to any previous work carried out on the site, and your project should have an original element to it.

- There is no age limit on the site you can choose (i.e. the site does not have to be over 50 years old in order to be used for the report).

- The project can be undertaken on an underwater, intertidal, foreshore or dry site, and can be associated with a river, lake, etc. (i.e. the site does not have to be directly related to the sea).

- The site must be related to the maritime / nautical environment and to have an archaeological (i.e. human) component, but the site does not need to be a shipwreck or a hulk.

- The report does not have to encompass a complete site; reports can be submitted on an element of the site such as the bow of a ship underwater, an isolated section of sea defences on the foreshore, or a scatter of artefacts found emerging from a riverbank.

- Remember the purpose of the project is to demonstrate your understanding of how to record a site, so the project should not be a simple photographic record or a summary of other peoples work on a site.

- The report should be a comprehensive account of the project.

## Working alone or as a group
It is acceptable to undertake a project and submit a NAS Award report as an individual, with a colleague, or as part of a larger group.

- Submitting a report as an individual based on group data:

  Please ensure that your report includes:
    o Who was in the group and involved with the project,
    o Which elements of the work carried out is attributed to which members of the group,
    o Which elements of the work the author was involved with and responsible for.

  Reports should concentrate on the elements of the project with which the author was involved, but may also include other aspects of the project if they add to the understanding of the site and the combination of the methods employed helps to answer the original projects aims and objectives.
       For example if the group undertook a tape measure survey and a total station survey of a hulk but the author was only involved in the measured survey, the report should focus on this element of the project when covering the survey methods used, the results obtained and any mistakes or lessons that may have been learnt. However in the

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conclusions and discussions within the report the total station survey may be mentioned for example: *During the project work a total station survey was also carried out and these results can be seen in "Appendix ?" below for comparison with the measured survey.*

- Submitting a report with a colleague or as a group based on group data:

  The report should ensure that it includes details of all the group members and who undertook which parts of the survey, recording and research elements of the project. All members of the group should also contribute equally to the report writing, and the size of the report would be expected to be pro-rata to the number of authors contributing to the report.

## The report

A report should ideally contain most of the following sections although some of the details listed may be combined to form a more condensed report, particularly if an individual author is preparing the report:

- Cover sheet

  This should include:
  - The title of the project
  - The name of the author/s
  - The date of submission (to the NAS)
  - A report reference number
  - Possibly a picture relating to the project (this can often be one of the most important factor in encouraging people to pick up and look through the report).

- Abstract

  This should be a short concise summary of what the project is about and set out the questions you were hoping to answer together with what you were hoping to achieve.

- Index

  This should include (with page numbers):
  - Table of contents (an index to the sections within the report)
  - List of appendices
  - List of tables, photographs, illustrations, diagrams, charts, etc.
  - List of participants with acknowledgements
  - List of abbreviations and key words used in the report

- Introduction

  This should include:
  - A list of who was involved in the project
  - Details of the functions and responsibilities each of the individuals who took part had
  - The reasoning behind why this particular project was undertaken
  - The aims and objectives of the project

- **Site Location**    This should include:
  - Global, national, regional and local maps showing exactly where the site is located.
  - Site coordinates (i.e. lat & long, OSGB, etc.)
  - Site size and general description
  - Environmental conditions (i.e. is it a Site of Special Scientific Importance (SSSI)?)
  - Other conditions encountered (i.e. weather, sea state, etc.)
  - Licensing, bureaucracy and other legal requirements dealt with

- **Background**    This should include historical information:
  - From the distant past
  - Since the site was established
  - In recent times
  - If the site involves a ship, the vessels specifications and history should be included This section could also attempt to answer questions such as:
  - What was the story leading up to the formation of the site?
  - What caused the site to be where it is?
  - What has happened to the site since its formation?
  - Has anyone previously worked on the site?
  - Has the site been recorded / surveyed before?
  - Have there been any earlier reports produced relating to the site?

    Background information can be obtained from libraries, museums, newspaper archives, church and council registers, talking to local people, internet, etc. Some sites may not generate a great deal of research whilst others will have a much larger paper trail.

- **Recording Methodology**    This should include:
  - Details outlining how the site was to be recorded
  - Details of the survey methods that were employed
  - Details of any other recording that was undertaken
  - Explanation as to why these methods of survey and recording were selected (i.e. were they the most applicable to the site, a function of the available equipment, experience of the author and others involved, etc.)
  - Details of the recording equipment used
  - Safety methods employed (i.e. the code of practice & risk assessment used)

- **Recorded Results**      This should include:
  - A diary of the work carried out
  - Survey measurements (the original data could be included as an appendix)
  - Site Plan, drawings, sketches, etc. (including a title, scale, date, north arrow, key to symbols used, name of the illustrator, etc.)
  - Photographs, videos, photomosaics, photogrammetry, etc. (including a title, scale, date, name of the recorder, etc.)

- **Analysis of the Results**   This should include:
  - A critical examination of the results (do not gloss over any mistakes, simply explain them)
  - Scrutiny of tables, graphs, charts, etc.
  - Any additional observations

- **Conclusions/Discussion**   This should answer questions such as:
  - What has your research, survey and recording taught you about the site?
  - Has the project answered your original questions and your aims & objectives? If not, why not?
  - What have you and the team learnt from the project?
  - Has the work posed additional questions?
  - What are your recommendations for the future of the site?

- **References:**      This should include (see additional notes below):
  - A list of publications and other documentation referred to in the report
  - A list of internet sources referred to in the report
  - A list of personal communications from and to the author/s during the course of the project

## Copyright

If possible written permission for any images you wish to use in your report should be obtained for copyright purposes. If you are not able to obtain copyright permission please do not worry, this is not a requirement in order for the report to be approved and you can still use the images in your report if you feel they are relevant and necessary. However if the permission is granted it will enable the NAS to publish a copy of your report on the members area of the NAS website to assist others with their research.

     Please note that if you are submitting an individual report based on group data you should ask all members of the group to provide permission for their images to be used. If you are submitting a report that has been previously submitted for work you will need to check if copyright of the images in other reports remains with yourself or your employers etc. and obtain permission if necessary.

## Submitting a draft

Please feel free to submit a draft of your report to the NAS Office. You are also welcome to contact the office prior to undertaking your project for advice and guidance.

## References

Any materials, books, internet pages, journals, papers, articles, audio-visual, personal communications, etc. which you have used in your report should be referenced. References may be in the form of footnotes or using the Harvard system of referencing, included in the text or recorded separately at the end of the report. References should include the name of the author, date of publication, document title, publisher, page number being referenced, etc. For further guidance on referencing see:

http://www.open.ac.uk/libraryservices/documents/Harvard_citation_hlp.pdf

or contact the NAS Office for further assistance.

## Final Report

When you submit your final report it will be assessed by NAS Office Staff. If necessary it will be returned to you for amendments; this may be because we feel there is something missing or there are points that need further clarification. There is no limit to the number of times a report can be submitted, and we will work with you in order to ensure that your report is suitable for your *NAS Award in Maritime Archaeology*. Remember the sooner you contact us for some advice the more we might be able to help and save you from undertaking unnecessary work.

When you submit your final report, please also complete the report submission form and include copies of any copyright permission (see above).

## Dissemination

We will encourage you to publish your report in the NAS Newsletter, or other appropriate journals.

Where appropriate we will send a copy of your report to be included in the local and national Sites and Monuments Records / Historic Environment Records or with the Archaeology Data Service grey literature library.