NAS Part II Survey Report Guidance Notes

Introduction

The NAS Part II survey report aims to demonstrate that you have understood the survey methods taught on the NAS Introduction and Part I courses and that you are able to put these into practice to gather information about a site. A copy of the report will be held at the NAS Office and will be made available to others wishing to research the site.

What is required?

It is not expected that the report will be a 200 page dissertation, nor to be a one page site summary. There is not a specified word count or number of pages as this will be different for every project. As a general rule we would expect a project to involve a couple of days of data collection, combined with a couple of days of background research and the time it takes to write this up into a report. Remember the sooner you write up the report 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 university assignment, which you can then also submit for your NAS Part II. However please remember that the NAS report is likely to have slightly different criteria than your employers or university tutor so you may have to make some changes or edits before you submit your report to the NAS.

The report itself should include the following information:

- Cover sheet – this should contain:
    - Name of the Author(s)
    - Title of the Project
    - Date of submission (to the NAS)

- Abstract – This is a short summary of your report. It should be approximately 150 words long.

- Introduction – this should contain:
    - Who is involved in the survey project
    - Why are you conducting this particular survey
    - What are the aims of your project

- Site location – this should be related to regional and national maps

- Background to the site – Has the site been surveyed before? Do you have any background information on the wreck or hulk? This section could contain some historical research into the site.

- Survey methodology – this should include information on how you intend to conduct the survey along with an explanation of why you have chosen this particular method (Most applicable to the site, available equipment, experience of the author etc)

- Survey Results – this should include:
    - Measurements. Original measurements should be included if possible
    - Site Plan/Drawn up measurements
    - Drawings (with scale, name of illustrator)
    - Photographs (with scale, name of photographer)

▪ Do not gloss over any mistakes, simply explain them and what you have learnt from them.

- Explanation of the results/Discussion – what does your survey tell you about your site, has it helped to answer your original questions

- Historical research – this may be included with the background research on the site or in its own section. Some sites may not generate a great deal of research whilst others will have a much bigger paper trail.

- Future Work – Do you have any recommendations for taking your survey further or monitoring the site in the future.

Choosing your Site

You are welcome to undertake your Part II project on a site of your choice. Some things to remember are listed below but if you have any questions about the suitability of a site for a Part II survey please contact the NAS Office.

- The survey does not need to be a new survey; it can be repeating a previous survey project. In this case reference should be made to the previous work if possible

- There is not an age limit on the site you can survey. i.e your site does not have to be over 50 years old in order to be used for the report

- The survey can be undertaken on an underwater, foreshore or dry site. Underwater sites can include rivers and lakes, it is not limited to the sea.

- The site must be related to maritime/nautical archaeology but remember this does not mean it has to be a wreck or a hulk.

- It does not have to be a complete site, past reports have been submitted on an element of the site such as the boiler of a site, an isolated such a single plank washed up on shore, or a scatter of artefacts

- Remember the purpose of the project is to demonstrate your understanding of the survey methods 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 survey report not an excavation report.

Working as a group

It is possible to undertake a Part II project as an individual, a pair or as part of a larger group.

Submitting an individual report based on group data
Please ensure that your report includes
- Who was in the group
- Who did which elements of work within the group
- Which elements of the survey work the author was responsible for

Reports should concentrate on the elements of the project with which the author was involved but may include other aspects of the project if they add to the understanding of the report and the combination of the methods help to answer the original questions.

For example if a group project 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 and any mistakes or lessons that may have been learnt. However in the discussion element of the report the total station survey may be mentioned for example 'during the project work a total station survey was also carried out and the results can be seen below for comparison with the measured survey'

Submitting a group report based on group data

The report should ensure that it includes details of the group and who undertook the different elements of the survey work. All authors should contribute to the report writing.

Copyright

If possible please obtain written copyright permission for the images you wish to use. If you are not able to obtain copyright permission please do not worry, this is **not** a requirement in order for the report to pass 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 the images. If you are submitting a report that has been previously submitted for work you will need to check if copyright of the images remains with yourself or your employers 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 survey for some advice and guidance.

References

Any materials, books, internet pages, journals or articles which you have used in your report should be referenced. References may be in the form of foot notes or included in the text. On page references should include the [name of the author, date of publication, page number being referenced]. For further guidance on referencing please contact the NAS Office.

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 something we feel is missing or a point which needs further clarification. There is no limit to the number of times a report can be submitted; we will work with you in order to ensure that your report is suitable for a NAS Part II. 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 permissions (as 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.