

**PETRAS. HILL II (Kephala). Tsakalakis plot.  
Excavation of the Pre- and Proto-Palatial cemetery**

**INSTRUCTIONS FOR EXCAVATORS**

**I. Catalogues used at the site:**

- 1. Pottery**
- 2. Small finds.**
- 3. Photos**
- 4. Drawings.**

At the beginning of each excavation season the catalogues are created in Excel form. Trench masters are using hand written catalogues at the site, and they are responsible for transferring the data to the excel files.

In particular:

Pottery bags and Small Finds

They are uniform for the whole excavation each year and each number is unique.

Photos and drawings

Each photo and drawing have a unique number, e.g. 1, 2, 3 etc. The numbers are uniform each year for the whole excavation. Any processing on the photos or the drawings (photoshop, addition of elevations, inking etc.) are noted, using the letters a, b, c, etc. (e.g. 1a, 3c etc).

<b>Nbr</b>	<b>Tomb /Trench</b>	<b>House tomb/Room</b>	<b>Level</b>	<b>Description</b>	<b>Date</b>
140	D2	TK9/D2	7-end	from E	27/5/2011
140a	D2	TK9/D2	7-end	ME80,126-127,145-148	27/5/2011
141	D2	TK9/D3	8-end	from N	30/5/2011
142	D2	TK9/D1 & D2,D3	6,7,8-end	from W	30/5/2011
142a	D2	TK9/D3	8-end	final elevations & ME128,208-209	30/5/2011
143	D2	TK9/D1 & D2,D3	6,7,8-end	from E	30/5/2011

Photographic catalogue

## 2. Labels for pottery and Small finds (MEs):

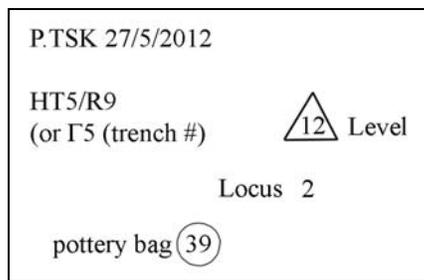
Separate labels are used for pottery bags and MEs.

### Labels for pottery bags include:

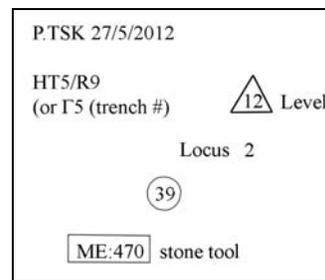
- Name of the site (P for Petras), the date (e.g. P.TSK 23/5/2012) and the number of the pottery bag in a circle.
- In case there are more than one bag, the bag number is also noted. (e.g. 39-1.)

### Labels for MEs include:

- Name of the site (P for Petras), the date (e.g. P.TSK 23/5/2012), the trench number and/or the number of the house tomb, the locus number, the number of the pottery bag in a circle, (and also the bag number, if there are more than one bag), and finally the ME number inscribed in a rectangle, and the type of the small find (e.g. bone, seal etc.).
- For the soil samples two identical labels are written, one is put in the bag, and the second is attached with a string to the bag.



Label for pottery bag



Label for ME

- The words “trench”, “locus” and “pottery bag” are not written on the label. The locus number is inscribed into a triangle, and the pottery bag number into a circle.

## 3. Excavation notebooks:

They are in digital form (word or pdf).

## 4. Excavation drawings:

They include the elevations, the scale, the North, the date, and the name of the archaeologist(s) and they are numbered.

## 5. Excavation photographs:

- Photos are taken using a scale and the sign for the North.
- Before a picture is taken the trench must be clean of any tools and other objects, and very carefully swept.
- The excavation photos must not include any persons.

- As many pictures as possible are taken, preferably from North, South, East and West,
- and also detailed pictures,
- or general pictures to show the relation to neighboring features in the same or another trench.
- The final photos at the end of the excavation season cover more trenches, or, if possible, the whole site.
- The archaeologists responsible for taking pictures are Susan Ferrence and Gary Kostopoulou.

#### **6. Collection of the finds:**

- At the end of each excavation day, and also during working hours the trench masters are responsible for collecting and organizing the finds (pottery bags and MEs).
- This material is deposited in a special area of the site, to be transported to the Museum at the end of the day. There the finds are organized in the following way: 1. Pottery bags. 2. MEs by category (soil samples, samples for residue analysis, ground stone tools, obsidian tools, bones, ceramic MEs).
- The special and precious MEs (e.g. seals, metal objects, beads, stone vases, as well as any other sensitive item, will be handled at the end of the day to area supervisors S. Ferrence and G. Kostopoulou.
- The trench masters are responsible for the good condition of their bags and any other storage container.
- The soil samples are transported with extreme care; thick bags should be used, and/or double or triple bags.
- The same applies to large and heavy pottery bags.

#### **B. DIGITAL DOCUMENTATION**

Folder 01.

**Excavation Catalogues:** catalogues of drawings, and of photos.

Folder 02.

**Excavation Notebooks:** They are stored in separate folders by house tomb and/or trench and include: the text (in word or pdf format), the drawings (plans and sections) and the excavation photos (in jpg format, not in large files).

Folder 03.

**Drawings:** A unique folder is created each year for all drawings (plans, sections, pencil, inked, the master plan of the cemetery and the grid plan).

All original and inked drawings are scanned (resolution at least 300 dpi), and are stored in tif format. All other formats and resolutions, as well as any related processing will be numbered with the original drawing number followed by an "a", "b" etc.

The file name of each drawing includes: the number of the drawing, the name of the site (P), the year, the house tomb/trench number and the locus number.  
e.g. 001\_P.TSK12\_HT5.R9\_L5-I2

**N.B.** Avoid large file names

Folder 04.

**Photographic archive:** A unique folder is created each year for all excavation photos, with subfolders for aerial photos, excavation photos, professional photos of the finds taken by the INSTAPEC photographer, and photos of persons (archaeologists, workers, visitors). The aerial photos and the photos of persons are not numbered.

The excavation photos include all types of archives (Raw, Nef, tiff, jpg,) and have a unique number, with the addition of the letters “a”, “b”, “c” etc. Any type of processing (addition of elevation, ME number(s), gray scale) will be stored in the same folder, in high resolution, and in jpg format.

The file name will include the number of the photo, P for Petras, the year, the number of the house tomb/trench, the locus, a short description, (if necessary) and the orientation. E.g. 001\_P.TSK12\_HT5.R9\_L5-I2, general view, from S

In case of processing of the original photo the file name will be e.g. 001b\_P.TSK12\_HT5.R9\_L5-I2, general, from S

**N.B.** Avoid large file names

## **Γ. MANAGEMENT OF THE DOCUMENTATION**

All the above described documentation is delivered to the director of the excavation Dr Metaxia Tsipopoulou at the end of the excavation season in digital and printed form. Copies of the documentation are deposited at the INSTAPEC archive room.

The original drawings are stored in special folders, organized by year and numbered, and are accompanied by a printed catalogue.

**All deliverables will be described in a list (digital and printed).**

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