



## **Policy and guidelines for the publication of archaeological fieldwork sponsored by the British School at Athens**

### **Policy**

It is BSA policy that the results of fieldwork carried out under its sponsorship should be published promptly, fully and efficiently. Project Investigators should provide a preliminary indication of the form of full publication, which is expected within 5 years of completion, following the last season of fieldwork (in accordance with Greek law). Where that goal cannot be achieved for good reason, project leaders working under the BSA's auspices are expected to prepare a full, detailed timetable for final publication and to agree it with the CfA before the initial 5-year period comes to a close.

### **Guidelines**

The following guidelines are intended to offer recommendations for current and new projects, but also act as helpful advisory notices for scholars involved in the publication of legacy data. (In the case of legacy projects, PIs should keep in touch with the Director, in order to deliver a plan of work and to ensure timely preparation of the final ms.).

1. Project planning
  - 1.1. The BSA's fieldwork permission form contains provision for the description of a project's *Scheme of Research* (project design, methodology, and recording protocols); as well as post fieldwork plans for publication, and for the provision of digital and other archive records, which should normally be deposited with the BSA, in consultation with the IT Officer.
  - 1.2. The *Scheme of Research* should incorporate a preliminary plan of the forms of interim and final publication. This plan may well evolve as the project proceeds. PIs are requested to include modifications of the original publication plan in their annual reports to the CfA, and to suggest alternative strategies for publication as these emerge (for example, if discoveries merit additional scientific analyses).
  - 1.3. Copyright: It is normal practice for the copyright and ownership of the paper and digital archive from archaeological work to rest with the originating body/bodies (the archaeological organisation undertaking the work). In the case of research projects under the auspices of the BSA, the copyright will normally be shared by the PI's institution and the BSA, as the sponsoring body. In order to avoid ambiguity, it is advisable for project PIs to make clear at the outset of each project how copyright will be understood and applied. As the sponsoring organisation in Greece, the BSA reserves the right to retain copies of all project data and outputs, and undertakes to archive these on behalf of projects for which it negotiates permits.
  - 1.4. A project should generate a systematic *archive* of data, whose contents should be listed and described in detail after completion of the fieldwork component of a project. The archive contains the total documentation generated by the project, on the basis of which appropriate analyses and syntheses will be made, and material selected for full publication.
  - 1.5. Specialists should be embedded in the project from its inception as part of the overall Scheme of Research, so that their reports should be generated as the project progresses, thus ensuring that information about different aspects of the work becomes available on the same timetable as the other types of fieldwork, and can inform the development of the project as a whole.

- 1.6. The PI, in concert with the field team, should ensure that the study of site stratigraphy (and the designation of detailed numbering or identification of features) is developed in a timely way, and communicated appropriately to specialists, so that they can complete their studies, e.g. of animal bones, archaeobotanical remains, etc.
2. Post-fieldwork publication
    - 2.1. PIs should seek to draw together analyses and syntheses of work completed in a timely way, including interim reports and presentations, lectures and talks, or other forms of popular dissemination. PIs are also reminded that publications of any sort of the results of collaborative projects (*synergasies*) need to be co-ordinated with the collaborating institution.
    - 2.2. PIs should submit a preliminary table of contents of the final publication to CfA at the earliest opportunity. Although full final publication may not be realistic within a 5-year period after fieldwork is completed, nevertheless attention is drawn to the BSA's stated policy that a detailed final publication plan, including the table of contents, should be complete and made available to CfA by that deadline.
    - 2.3. The PI should prepare a post-fieldwork Assessment Report, which should include a statement of the quality and quantity of data in the project archive; a statement about the archaeological potential of the data to answer the project's research aims; and the project's plans for the analysis, storage, and curation requirements of artefacts and finds.
    - 2.4. The form of the final publication should be agreed as soon as is reasonable, and, in any event, within a 5 year period following completion of fieldwork (in accordance with Greek legislation: **N. 3028/2002 (ΦΕΚ Α 153/28-06-2002)**, article 39, para. 3), amongst the project members and in consultation with the PI. If the aim is to publish in one of the BSA's series (e.g. Supplementary volumes, published in-house or *Studies in Greek Antiquity*, published by CUP), the PI should get in touch with the Director, as overall series editor, at the earliest opportunity, so that s/he can coordinate submission of the ms. within an appropriate editorial schedule.
    - 2.5. The final publication should take into account the needs of the reader in presenting, with sufficient explanation, all the information, sometimes of a technical nature, necessary to understand the methodology, terminology and scope of the fieldwork undertaken.
    - 2.6. PIs owe a responsibility to the BSA as their sponsor in Greece, to the Greek Archaeological Service, which grants permission for fieldwork to take place, and to the public at large, to complete their project conscientiously and in a timely fashion. The BSA reserves the right to sanction PIs who fail to abide by the ethical standards expected by their sponsoring organisations and, if necessary, to make appropriate changes in the management of a project, so that the results can be brought to a satisfactory conclusion.
  3. Archive deposition at the BSA
    - 3.1. A complete record of the project's archive should be deposited with the BSA, including indices of finds, databases, lists, reports, photographs, drawings, samples lists, and any incidental material. If original materials, such as drawings, are to be held by the PI's institution, then copies should be included in the archive deposited with the BSA. The PI should liaise closely with the BSA's IT Officer to ensure clarity and completeness in the transfer of data. The archive should contain information about the project's metadata (location, place names, acronyms, trench locations and numbers; total numbers of finds and chronological phases investigated; types of techniques applied and specialist analyses included); as well as a bibliography and summary of previous work relevant to the project; the spatial and temporal scope of the project and its relationship, if any, to previous work at the same site/ in the same area; and a summary of the results (archaeological, historical,

ecological, geomorphological, economic). PIs should liaise with the Director of the Fitch Laboratory in relation to any samples collected.

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