ads
ARCHAEOLOGY
DATA SERVICE

Explanation of metadata terms for spreadsheet files deposited with the ADS

TERM	MEANING	EXAMPLE
File name	This is simply the name of the file.	spreadsheet.xlsx
Description	A brief description of the contents of the spreadsheet.	
Creation Date	The date when the image was created/captured.	13/09/2010
Supporting documentation	Any supporting documentation should be added in a separate document; this would typically include any codes, abbreviations or terminology utilised in the database. **Ideally this should be enclosed in an accepted file format (.doc, .docx or .pdf)**.	abbreviations.pdf
Software	The software that was used to create the file.	Microsoft Excel Apache OpenOffice Calc
Software version	The version of software used to create the file.	2010 3.4.1
DETAILS OF THE SPREADSHEET STRUCTURE		
WORKSHEET: (Please list all Sheets within the spreadsheet).		
Sheet Name	This should be used to record the name of each individual worksheet used within the spreadsheet.	Pottery Samples Monuments
Sheet Description	Provide a brief description of the function of the worksheet.	
No of Rows	Provide a figure for the number of rows used within the worksheet. This provides an easy mechanism to audit gaps in the data.	50 100
FIELDS: (Please list all fields within each sheet).		
Field Name	Please provide a list of fields used within the worksheet.	Finds number
Field Description	Here you should provide a brief textual description of the data contained within each field.	Records the finds number of discoveries from the excavation.

Example of completed metadata sheet for spreadsheet files deposited with the ADS

File Name	Description	Creation date	Supporting documentation file names (this should be enclosed separately and include any abbreviations, codes or notations used)	Software used	Software version
spreadsheet.xlsx	excavation spreadsheets	13/09/2010	abbreviations.pdf	Microsoft Excel	2010 3.4.1

Sheet Name	Sheet Description	Number of rows	Field name (Please start a new cell for each row)	Field description (inc. units of measurements, description of codes, etc. used within each field).	
contexts	list of contexts	1001	context_id	unique context id	
			context_description	description of context	
			context_type	context type	
			context_drawn	If context appears on plan: Yes/No	
finds	list of small finds	100	small_find_id	unique find id	
			find_type	unique find id	
			find_material	find material, for example 'lithic'	
			context	context in which find came from	
samples	list of environmental samples	20	sample_id	unique sample id	
			context	context that sample was taken from	
			sample_type	Sample type, for example 'bulk'	
			sample_volume	Sample volume (in litres)	
			notes	Any description of sample	
plans	list of drawn plan	12	drawing_number	unique id for plan	
			scale	scale of plan	
			illustrator	name of person who drew plan	
			contexts	list of contexts present on plan	
			notes	Any notes	