

WRITING PRELIMINARY REPORTS

PURPOSE

To provide the student with the necessary knowledge and skills to prepare a usable preliminary report which would include basic descriptions and site location, excavation methods and techniques, artifact comparison and interpretation.

OBJECTIVES

After completing this course the student is to be able to perform the following tasks:

1. Define a preliminary report.
2. Develop an acceptable outline.
3. Indicate an awareness of standard archaeological writing styles
Refer to current issues of *American Antiquity*.
4. Organize ancillary information.
5. Describe the basic methods of research organization (paper).
6. Demonstrate a knowledge of appropriate printing techniques and graphics usage.
7. Practice the correct usage of photography for the preparation of illustrative materials.
8. Explain the importance of the various sections of a standard report.

COURSE OUTLINE

- A. What is a preliminary report? 2.5 hours
1. Scope of a preliminary report
 2. Necessity for research of the literature
 3. Organization of literature research
- B. Outline of paper
1. Organization of information
 2. Rank order of information
- C. Style
1. Consistency
 2. Style manuals
 3. Expression, tenses
 4. Guiding the reader

COURSE OUTLINE (continued)

- D. Organization of ancillary information 2.5 hours
1. Appendices
 2. REFERENCES
 - a. Style
 - b. Cards
 3. Examination - reports - critique
- E. Mechanics 1 7.5 hours
1. The manuscript
 - a. Setting up a manuscript
 - b. Instructions to the typist
 - c. Editing or proofing - editor's marks
 - d. Instructions to printer
 - e. What does your printer want?
 2. Printing techniques
 - a. Letter press
 - b. Offset
 - c. Gestefax
 - d. Automatic systems
 3. Graphics
 - a. Explanation of proportions, line cuts, half-tones, multiple screening
 - b. Charts and graphs
 - c. Maps
 - d. Line drawings
 - e. Lettering
 - f. Shading
 - g. Hand work
 - h. Films
 - i. Press-on letters
 - j. Emphases
 - k. Artifact and figure orientations
- F. Mechanics 2 2.5 hours
1. Class problems
 - a. Use of various materials - pens, inks, press-on letters, shading, film, scratch board, charcoal, overlays, etc.
- G. Mechanics 3 2.5 hours
1. Photography
- H. Completing the manuscript 2.5 hours
1. Conclusions
 2. Abstract
 3. Overall critique of a report

LABORATORY Write a brief report 40 hours minimum

REFERENCES

- Dittert, Alfred E., Jr. and Fred Wendorf
1977 *Procedural Manual for Archaeological Field Research Projects of the Museum of New Mexico*. The Archaeologist, No. 10, Arizona Archaeological Society, Phoenix. (A)*
- Zweifel, Frances W.
1961 *A Handbook for Biological Illustration*. Phoenix Science Series PSS 510, University of Chicago Press, Chicago.

* (A) In Phoenix Chapter Archives

This page intentionally blank