

ÇATALHÖYÜK: CRIB SHEET

INSTRUCTIONS TO THE RECORDING SYSTEM AT ÇATALHÖYÜK

Property of Çatalhöyük Research Project

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1 THE UNIT RECORDING SHEET

1. **Unit number:** Every deposit or event defined is given a unique number. A block of running numbers is allocated to each area under excavation from a master list. Each area has a Unit List where these numbers are recorded and the next number should be taken from this list as required. Always fill out this list carefully.
2. **Year:** Year of excavation.
3. **Area:** Each area under excavation has a name for location purposes. Several areas have had various names. The areas currently being excavated are: North Area, South Area, TPC (Team Poznan Connection) and numerical Geo-trenches on the East mound. There were also numerical trenches on the West mound. Other areas around the mound may be opened and given appropriate names.
4. **Mound:** Çatalhöyük is divided into two separate mounds, East and West.
5. **Excavation status:** Indicate if this unit has not been excavated or only partially excavated by ticking the appropriate box.
6. **Priority unit:** indicate if this unit has been given priority on a priority tour by ticking the box. This means that the finds and samples from the unit will be investigated with highest priority by the laboratory staff on site, and feed back will be given on upcoming priority tour. Only mark the units that has explicitly been chosen as priority units on a priority tour. Also mark burial mounds as priority units.
7. **Unstratified:** indicate if the unit consists of finds that have no stratigraphic provenance (i.e. surface finds, some cleaning finds, or spoil heap finds).
8. **Void:** indicate if this unit number has been expunged for some reason, e.g. mistakes or double numbering.
9. **Feature:** A feature number is allocated to any group of related units that need to be described as a whole. For instance, a burial cut, associated fill(s) and skeleton will be grouped together by a feature number, or the bricks, mortar and plaster of a wall may also be grouped. The Feature Sheet allows a whole burial or architectural element, as opposed to its individual units to be described (a standardised list of features is listed with the Feature Sheet instructions). Feature numbers are taken from the Feature List allocated to each area and can be allocated by anyone working in the field, but if in doubt ask the supervisor. Please note that a unit should rarely be connected to more than one feature.
10. **Space:** A space number is allocated to internal and external areas as defined within the area of excavation. It can, for example, describe a room, a storage room, an external area, a street or an alley. These numbers are allocated by the area supervisor.
11. **Building:** A building number is allocated where more than one internal space can be demonstrated to belong to one structure. Building numbers are allocated by the area supervisor.
If the database the building info is retrieved from the space number.
12. **General Category:** This describes the type of deposit being recorded. Category types have been defined to cover the range of deposits we are likely to encounter on the site. The general categories are: layer, cluster, skeleton and cut. See below for definitions:

Layer: This should be used to describe a stratified deposit. Fills contained within cuts are also described as layers (there is no 'fill' category). Arbitrary layers are also described as layers.

Cluster: This category describes a discrete group of artefacts within a unit, i.e. a concentration of pot, bone, lithics etc. or combination thereof. **The relevant specialists ought to be consulted at this stage as they may require specific**

samples, information and/or instructions. The cluster should be described both in the field for interpretation, e.g. cluster of animal bones, and by using the appropriate data categories. Clusters do not include the surrounding deposit, which is part of the parent layer. Don't fill in the description of layer when you have a cluster.

Skeleton: Human skeletal remains are recorded on a Skeleton Sheet aided by specific prompts (see skeleton sheet and below). Skeletons are recorded by 2D orthogonal photos for georeferencing and digitizing and are also photographed for 3D modelling (see separate instructions).

Cut: Although 'cuts' are negative events i.e. the removal of material rather than the accumulation, they define a human activity which is crucial to understanding the nature and sequence of events we are attempting to unravel and interpret.

Types of cuts you may encounter are pits, postholes, stakeholes, post or feature retrieval pits, graves, foundations etc. (See prompts for cut description below).

13. **Interpretation:** This should contain a more specific interpretation of the unit. For instance, a cut in the general interpretation can now be identified as a burial cut, a foundation cut, a pit cut etc. and its probability circled as LOW - MEDIUM - HIGH.
14. **Alternative interpretation:** Use this if the interpretation is uncertain and there is a need for an alternative interpretation. Further alternatives can be continued in the discussion area of the unit sheet.
15. **Data category:** The data category depends on which general category you have chosen. In the database you get a certain choice of categories once you have entered the general category. Following the data category you get a sequence of boxes to fill in, e.g. in situ?, location, description, material, deposition, additional information, etc. also depending on your previous choices. Fill in all of these boxes.
16. **Mid X, Y and Z.** A grid system exists across the site originating from a SW co-ordinate. The grid is read in eastings and northings: X is therefore the measurement in metres east of the origin and Y the to the north. Each area under excavation has fixed grid points from which an approximate mid X and Y reading on the centre of the unit being described should be taken. This co-ordinate is entered in the box. The Z value of this coordinate may be measured by TS or a manual leveling instrument. Only record two digits, e.g. z 1006,45, as an accuracy down to the millimeter is not necessary.
17. **Dimensions:** Length-Width-Depth/Thickness: Record the maximum extent of the unit in plan (in metres) e.g. 1.2m x 0.4m x 0.1m thick or 0.15m x 0.08m x 0.2m deep. If there is extreme variation also record the minimum. Note that this is the only place where the depth or thickness of the unit is recorded. (Depth is recorded for cuts, thickness is recorded for layers.) Also note that it is not possible to calculate the depth or thickness of the unit by subtracting the lowest height from the highest, if the unit is situated on a sloping surface. Measure it in the field to get an accurate reading.
18. **Heights:** For layer - record the highest and lowest points on the top of the unit. For cuts - record the heights on top and bottom. If you are using a manual leveling instrument, record the foresight readings and the reduced levels.
19. **Description:** Your aim is to describe what you see, feel and come across whilst digging, in terms of colour, texture, consistency, inclusions, distribution and orientation. As you excavate you should be observing and questioning differences and changes from your previous unit. Record your thoughts about the deposits'

similarities to and/or differences from other units you have excavated/encountered elsewhere e.g. this is darker than that, this has more charcoal and smaller lumps than that, bone fragments appear to be more concentrated towards the edges, plaster fragments appear to be evenly spread throughout the deposit etc. etc. Think about the size and depth of the deposits and the origin of the deposit. Also consider how the unit is associated stratigraphically with adjacent contexts.

LAYER

When excavating the infill of a cut you should be looking for evidence of the depositional sequence, whether it represents a single episode of backfilling or events accumulated over a period of time. You should consider whether the infill was primary or secondary; i.e. was it more or less contemporary with the cut. For example, the infill of a posthole is primary, as it supports the post, whereas the fill of a drainage ditch is secondary, as for the ditch to function the cut needs to be empty. This type of evidence will be seen in the deposit composition, the colour and bedding of the deposit as well as the condition of the sides of the cut. Look for signs of erosion, either through use, weathering or water. These signs can indicate multiple or single deposition events e.g. there may be fine tipped lenses against the sides of the cut or slumped deposits in the base. If these are similar in composition to the surrounding deposit they may indicate erosion and therefore may suggest the cut was left open for a period of time. Similarly between two infill deposits you may notice fine water-settled or windblown deposits that also indicate a break in the infilling process. Undercut sides usually represent some form of erosion through weathering.

These indications are best seen in section and therefore you should always excavate a cut by establishing a working section. It does not have to be maintained throughout the excavation of the cut and in some instances (e.g. if you find an obsidian cache or a burial) you will need to make a decision on the best approach in order to achieve optimum information.

A layer should be described by following the prompts numbered 1 - 7 on the unit sheet. These prompts must be followed sequentially. Please make sure each section is completed and your entries numbered to correspond with the prompts. This acts as a quick aid for anyone looking for specific information on the unit sheet and also because your description may cover more than one line. If a prompt is not applicable state with N/A.

1. **CONSISTENCY OF SOIL:** When excavating, the strength of a deposit is one of the first things that is noticeable. This can indicate the processes that have created or affected the deposit. It is important to note changes in compaction or moisture throughout the deposit. The following terms you should use are based on the amount of effort needed to excavate the layer.

Loose - requires no pressure (e.g. ashy deposits), trowel or hoe

Soft/Friable - requires some pressure, trowel or hoe

Firm - requires heavier pressure, trowel or hoe

Strong/Compact - requires a mattock

2. **COLOUR:** When describing colour keep your description as simple as possible. Use graduations of 'light', 'mid' and 'dark' and hues and colours of pink, red, yellow, brown, green, blue, white, grey and black as opposed to coffee, tan, sea green etc. Note the range of variations with annotations e.g. compound layers of mid yellow brown at the top turning to dark brown at the base with a lense of light grey brown in the centre etc. Note colour variations within a deposit and what is dominant. Colour should be recorded when the deposit is moist, i.e. when freshly excavated. You may be asked to describe the colour using a Munsell chart. If you are, always record the written description as well as the

colour code. However, the Munsell chart is no longer used regularly on site.

3. **TEXTURE:** The proportions of sand, clay and silt in a deposit should be recorded here. Your description will never be definitive so do not worry. Use the particle size triangle and the percentage gradients as a guide to record the proportions. Note that loam is a deposit with equal proportions of each. At Çatalhöyük ash is often a dominant part of the composition rather than an inclusion so you should remember to record this.

4. **BEDDING:** Record and describe the internal layering of the unit which may be:

Massive: no internal layers or striations

Layered: fine layers of similar deposits, e.g. ashy or charred lenses

Compound Layered: fine layers of different materials, e.g. ash and clay lenses

If layered or compound layered, record in brief the thickness, colour and composition of the layers.

The bedding of the unit may be: unoriented, parallel, wavy, convolute or cross

Record the slope in terms of flat or inclined, steepness and direction

Are the layers continuous or discontinuous?

5. INCLUSIONS

Elements of the deposit which make up less than 50% of the whole are 'inclusions' which should be recorded by type, colour, abundance and size. Please note that incusions are a part of the soil. Finds that you pick out of the soil are not considered inclusions.

Type

Organic Remains: coprolites, seeds, wood etc.

Plant Remains: impressions or voids from decayed plants; white siliceous plant remains (phytoliths) or desiccated remains

Aggregates: brick, mortar, wall/floor plaster, burnt or baked. Note the different types present

Geological: natural stone, rock fragments, clay aggregates

Pedogenic: (this is a natural process), mottles etc.

Colour

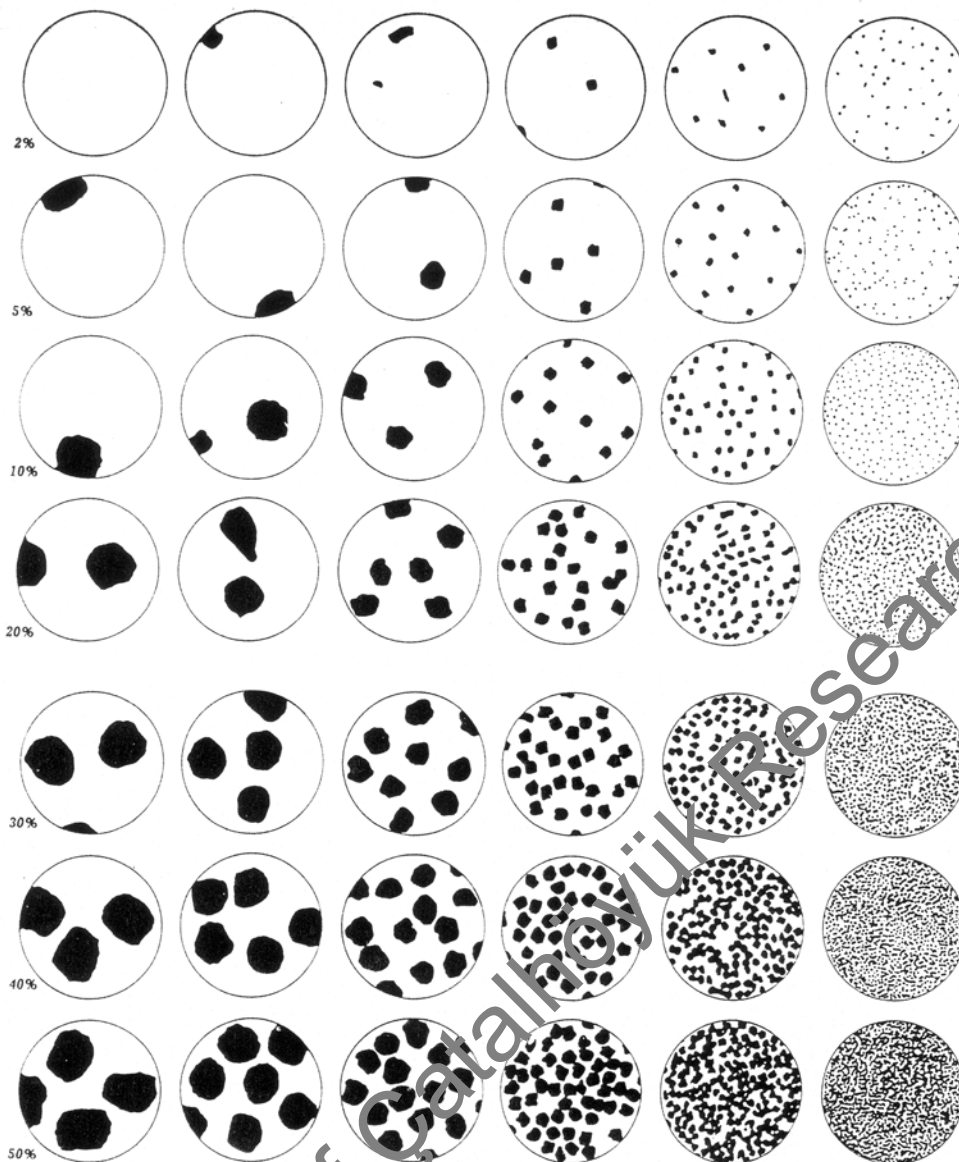
Very briefly describe the variations in colour of brick, mortar and plaster aggregates.

Size

Flecks (up to 6mm) Small (6mm - 2cm)

Medium (2cm - 6cm) Large (6cm - 12cm).

Abundance



6. POST-DEPOSITIONAL FEATURES

These can be natural alterations or the result of human activity.

Natural: e.g. salts, secondary carbonates, disturbance by roots, insects or animals, or organic staining etc.

Human: trampling, truncation, levelling, burning, compaction below matting.

7. BASAL BOUNDARY

Record the nature of the basal boundary (this is the base of the unit under excavation, not the base of the unit above), and the transition from one deposit to another following the prompts below. These prompts should also be followed to record the surface of a floor.

Type: anthropogenic, constructional, truncated, levelled, matting, trampled, change in accumulated deposits, dumped natural, wind, water, arbitrary (in cases of arbitrary units and/or spits).

Distinctness: very sharp, abrupt, gradual, diffuse

Contrast: prominent (differs in a wide range of characteristics), distinct (clearly visible, but shares some characteristics with underlying unit), faint (only evident on close inspection, small differences in colour and particle size)

Form: smooth (surface is a plane with few irregularities), wavy (broad shallow relatively regular pockets), irregular (the pockets are deeper than they are wide), broken (interrupted boundary with discontinuous horizons), inferred (no detectable differences but for other reasons, which you will explain, you know there must be two different layers)

Slope: Note as flat or inclined in terms of steepness and direction

Surfaces: smooth, uneven, rough, pitted, pebbled, scorched, impressions, depressions, water-laid lenses, salts

CUT

1. Shape in Plan. Describe the shape at the top, i.e. circular, ovoid, square, rectangular, linear or irregular.
2. Corners. If present record whether square or rounded.
3. Top Break of Slope. Describe the junction at the top of the cut. i.e. sharp (almost right angled), gradual (approximately 45°) or imperceptible (curved or very shallow).
4. Sides. Describe as vertical, convex, concave, stepped, irregular or undercutting in terms of angle in degrees. Record each side if different.
5. Base Break of Slope. Describe the angle at which the sides meet the base, using the same terms as for top break of slope.
6. Base. Record whether the base is flat, irregular, concave, convex, sloping in a particular direction, pointed etc., and describe the plan of the base as in 1.
7. Orientation. This is generally used for linear cuts.
8. All units within the cut. List all units, including linings and/or plaster.

Use the box at the bottom to write a free text description in case your unit is not possible to describe using the prompts below.

20. Sketch plan, section: Draw sketches, diagrams, sections and profiles that will aid your written record. A layer should always be sketched in plan, and a cut should be sketched in section when possible, otherwise sketch your cut in plan. Use relevant hachure to sketch slopes etc. Note relevant heights, dimensions and cardinal points. The relation of the unit to other units could also be sketched here. Remember to locate the flotation sample and to include a north arrow.

21. Discussion. Discuss and elaborate your thoughts on the origins of the unit, how it was formed and its relation to surrounding units. Also include your reactions to discussions with laboratory team members.

Discuss the type of depositional event the unit may represent by considering the following:

Is there any evidence that the deposit was deliberately created in a single episode? This may apply to pit fills and make-up/levelling/infilling deposits or demolition debris, or to a fire event.

Is there any evidence that the deposit was accumulated over a period of time, as multiple episodes, such as within pits, midden areas, silt laminations? Are these the same types of episodes or are they different with compound layers of plaster and ash, sediment and ash or different types of ash.

The distribution and orientation also provides information on the nature of accumulation. Are there therefore, concentrations of artefacts or they evenly distributed throughout the deposit?

Is there evidence to indicate the deposit was wind or water-laid? This may take the form of fine lenses of silt or sand.

Record how and why you have reached certain conclusions and what evidence there is to support your analysis. Discuss what type of activity or activities the unit may represent, the reasons for your interpretation and the events that may have led to the presence of the unit. Give general thoughts on the unit's location within the space, building or feature. Note any contemporaneity with units under excavation in the vicinity, also mention any additional details on artefacts, including any clusters within the unit. Any change or variation in the deposit composition across the unit must also be noted. What post-depositional alterations are there? How have they affected the nature or preservation of the unit?

If you are unsure, say why. If you have made a mistake in the excavation of the unit say what and how. Mistakes may be rectified or minimised if they are known about. If conditions of excavation were out of the norm, e.g. in haste, record that too.

Always note if it is a unit, skeleton, feature, space or building when mention a number, e.g. u.30156, sk.30157, F.3635, sp.40 of B.77. As there are e.g. unit numbers with both four and five digits, this will avoid confusion.

Continue your discussion on a Continuation Sheet as and when necessary. At the end of your discussion check your Interpretative Category as the whole process of digging and recording may have changed your initial interpretation.

- 22. Matrix:** Enter the unit number in the central box then enter the number(s) of the units stratigraphically above and below in the relevant boxes. The unit stratigraphically above your unit should be entered in the box above, and vice versa. Keep a separate running matrix of your space, which can be tied into an overall area matrix by your supervisor. A cluster may occur within a unit in which case the latter number should be equated to the unit in the central box (=same as).

Note This is a stratigraphic relationship, not a physical one. If in doubt ask.

- 23. Unit same As:** Enter all unit numbers that describe the same deposit or event. This is particularly relevant and important to units excavated in sections and metre squares.

- 24. Phase in building/space:** this is filled in post excavation.

- 25. Time period:** the database will automatically set this to Neolithic. Please change this if you are certain your unit is later, e.g. Post-Chalcolithic.

- 26. Plan numbers:** Each area will have a running list of graphics numbers on a Graphics List. The graphics number is specific to the year of excavation e.g. 2013/1, 2013/2 etc. and each area will take a block of numbers from a master list. Enter a graphics number when the unit is planned. Plans may be of single units or onposite. Record the number of all plans on which the unit appears and please indicate if it does not occur on any. Digitally drawn plans: single units - use the unit number as graphic number. Multi context plans - take a graphic number as described above.

- 27. Section numbers:** Instructions as for Plan.

Note A unit may appear in section or plan or both. All relevant numbers should be entered.

- 28. Photo:** Tick the relevant boxes.

Photos, called record photos, to record the unit and the work process are taken by you. Number the photos as you upload the photos to the photo catalogue in Portfolio (follow separate instructions). Remember to take identifier photos using a white board stating the relevant information, e.g. date, area, space, building

and unit numbers. List the photos on the Photographic sheet.

The unit may also become photographed in other recording processes. Note whether the unit was recorded for the following purposes:

- 2D orthogonal photos will be required for georeferencing and digitizing of skeletons and certain features. This means that photos will have to be taken in a true plan view. These will be taken by someone trained to produce these kinds of photos. Follow separate instructions.
- A special set of photos will be for 3D models for features as burials, but also other feature types. These photos will be taken by someone trained in the 3D process. A set of 3D targets will be needed for these photos. Follow separate instructions.
- A daily sketch is made daily on a print out of a photo taken at the end of the workday. This photo is taken by the site photographer.

29. **Finds:** List all categories of finds that have been found (hand picked and found in dry sieve) in the unit, e.g. pottery, obsidian, chipped stone, worked stone, bone tools, clay balls etc. Most finds should be collected in material specific bags, with a label written in permanent ink pen on the pre-printed non-degradable labels with the site name, year and area code, the unit number, brief artefact description, initials and date.

If the soil of the unit is dry sieved, mark the find's label "dry sieved" or "d.s." even if you hand picked a portion of the finds from this soil before it was dry sieved. In this case, the dry sieved artefacts should be bagged together with the finds you hand picked before sieving the soil. **If the soil is disposed of without having been dry sieved, mark the find's label "hand picked" or "h.p."** If soil from one unit is treated both ways, i.e. dry sieved and unsieved, separate the finds in different bags and mark "d.s." and "h.p." accordingly. This is important information e.g. when densities of materials are calculated.

30. **X finds:** Special finds and all artefacts associated with floors or features must be XYZ recorded. These are given an X Find number. This number is unit specific, starting at number one e.g. 3128.X1, 3128.X2 etc. X find numbers are pre-printed on the unit sheet with space to record the type of artefact and its XYZ co-ordinate. If more space is required continue the list on a continuation sheet. The X Find label should have the site name, year and area code, the unit number, X Find number, brief artefact description and initials and date.

31. **Samples:** All samples taken from the unit during excavation are listed here. You should be familiar with the routine sampling procedure and aware of the many and varied samples that can be collected. A guide to the types of samples that can be taken is detailed in the Çatalhöyük sampling strategies and procedures. When excavating you should always be questioning the types of deposits you are dealing with and liaise with the relevant specialists or check the sampling strategies form, if specialists are not available.

Sample numbers: These are pre-printed on the unit sheet, they are unit-specific and will always begin with number one. The paper version of the unit sheet has space for a limited number of samples; if more are taken, continue the list on the Continuation Sheet.

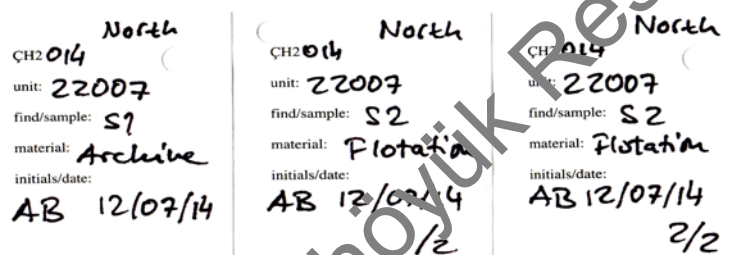
Sample type: Enter the type of sample taken. All types are listed in the database, or the relevant specialists can inform you of others.

The following samples should be taken routinely:

Flotation: A bulk flotation sample of up to 30 litres is taken from all deposits. This should be taken from an approximate central area of the unit, the approximate location and its dimensions (extent and depth) marked

on your sketch plan on the back of the unit sheet. When excavating this sample the deposit should be broken in lumps, not heavily trowelled, and all artefacts within should be kept with the sample. In some instances you will need to evaluate the durability and value of certain artefacts, e.g. pot sherds and X Finds and if you decide to extract them from the flotation sample please state that you have done so at the back of the label and cross-reference it to the sample number e.g. "removed from sample (4214) S2. The flotation sample should be labelled on the pre-printed tyvek labels with the site name, year, area name, the unit number, sample number and the number of sacks (e.g. 1 of 2, 2 of 2, initials and date. One label must be put inside the sack and one attached at the neck. The labels must be written in indelible ink. If the sample is small and a plastic bag is used the sample should be double bagged and tied with string (not wire as it tears the plastic).

Archive: Mid-way through the flotation sample or towards the base an archive sample should be taken. Record XYZ co-ordinate of the mid-point on this archive. For the archive sample, fill a small plastic bag with a trowel or hand-shovel, the deposit should not be touched by hand. Mark a label with year, area, the unit number, the sample number and type, initials and date, in sharpie only. Put the label in a small plastic bag before putting it in the bag with the soil.



Examples of labels for archive and flotation samples.

XYZ co-ords: Enter the central 3-dimensional co-ordinates of all samples. Refer to the mid X, Y, Z of the unit if the sample is taken in the middle of the unit, e.g. for flotation sample. All coordinates of samples should reflect the actual position within the unit where the sample is taken.

Reasons for collection: State in brief the reason for specific sample collection. Some may be collected at 0.5 - 1.m intervals across floors, but others may be collected to analyse specific deposits or materials such as coprolite deposits, plant remains etc. or plaster samples taken for counts or colour residue.

It is not necessary to state the reason for collection for the routine samples collected e.g. flotation sample etc.

Amount, litres: Enter the volume or amount of the sample taken; a guide to the quantity required for specific samples is given on the Çatalhöyük sampling strategies and procedures. In some cases the database will set the amount automatically once you have entered the sample type. Make sure this is the correct amount taken. Enter the volume in litres, if possible.

Total amount in samples: Calculate the total sample amount in litres.

Dry Sieve: After you have taken all the samples that you intend any remaining

deposits may be dry sieved on site through a 5mm mesh and the volume recorded. If you are excavating a burial, all remaining soil must be dry sieved. Make sure you know how many litres your buckets contain. Keep a tally of these buckets and at the end of the unit calculate the total number of litres dry sieved and record the total in the box. This is extremely important information, so please keep an accurate tally of buckets and litres sieved.

Unsieved volume: If you decide not to dry sieve all or a portion of the soil of the unit, the volume still needs to be measured. Use buckets as when measuring amount of dry sieved soil.

Total volume of deposit: The soil in a deposit is sampled, a portion may be dry sieved and some may be taken off site unsieved. It is important to measure the total volume of the deposit, which means adding samples, dry sieved and unsieved volume together. This enables calculations of density of finds etc. Make sure you know the volume of the buckets you use. Add the volume taken in samples, the volume dry sieved and the volume unsieved soil excavated from the unit together. Enter the volumes in litres, if possible. If you are recording a cut, please make sure the field for total volume of deposit is left blank. Do not record a zero in this field.

32. **Excavated and recorded by:** The person excavating the unit should also fill in the unit sheet. Also, it should be done on site. It is important to fill in as much information as possible during excavation. For example, the methodology and description sections are not suitable for being filled in in hindsight.
33. **Data entry by:** Fill in who entered the data on the unit sheet and the date. Ideally, the same person who excavated and filled in the unit sheet should do the data entry.
34. **Checked by:** All data should be checked by someone other than the person who recorded and entered the data, once the record is complete. That persons name is entered here with the date of checking the data.
35. **Total number of pages:** Enter the number of pages, including additional continuation sheets.

On top of the page in the database there is a button for reporting problems. Use this when you need help to fix something you accidentally recorded and can't delete, or any other problem that needs to be corrected.

2 RECORDING FEATURES

The feature sheet is designed to describe the end product of a group of related units. Individual components of features are excavated and recorded as units but the unit sheet does not allow you to record the whole. For instance, a burial cut, associated fill(s) and skeleton, are described as units but the feature will describe the whole burial in relation to its location and with other features. Similarly within a wall the bricks, mortar and plaster are described as units while the wall feature describes the orientation, dimensions, relationship to other walls and function. Features require specific information relating to form, location, dimension, relationships, rebuilds, interpretation of use etc., which the feature sheet enables you to achieve.

Unlike units, a feature can incorporate a single or many aspects; for instance a crawlhole forms part of a wall when blocked but is a different feature when used for

access and egress. The feature sheet records all of these different events and phases. A wall with pillars, mouldings and/or paintings, will consist of several separate features in that the pillar, moulding, painting and the whole wall itself will all have feature numbers. The feature sheet is the medium by which to write the history of the feature and describe its location, function, dimension etc. It is designed to cover all possible features and not all prompts will be applicable to what you are describing, however the sheet is adaptable and the prompts simply serve as a reminder as to what to record. This is basically a level of post-excavation analysis completed in the field.

Below are a list of features and their components regularly encountered at Çatalhöyük. We are trying to standardise feature typologies which will ease database queries and you should therefore try to stick to those listed below. There is however, no hard and fast rule and other types of features may be encountered. If a feature you are excavating does not fall into one of the categories below, discuss with your area supervisor, and/or the computer officer, in order for a new category to be entered on to the database. This then for example, enables all platforms to be queried on the database and none missed because they have been categorised as a bed, a couch or foundation etc. There will be occasions when a further level of interpretation is needed for some features, but this should be described in the discussion section of the feature sheet. Examples of feature types and sub feature types (the further level of interpretation) are listed below:

FEATURE TYPE	SUB-FEATURE TYPE	DEFINITIONS/NOTES
accesshole	crawlhole opening doorway	Any gap in a wall that goes right through, connecting two adjacent spaces. Often linking spaces within a building, providing access. Will only ever occur in a wall. Should be recorded using a cut unit sheet. Record which wall the hole is in, the spaces it links, any notable characteristics and how it affects the use of the spaces.
basin		These have a similar construction to bins and it is not always possible to distinguish between a bin and a basin. They are often composed of solid plaster and are usually shallow with a raised or lipped rim, without evidence of high walls. Function unknown and probably varied. They are often remodelled and extended or truncated. Record different phases and location, dimensions and relationships with any other features.
bench		Similar to platforms but narrower and higher and probably constructed with a brick core with rendering of mud and plaster. These tend to be constructed along wall faces. Record location, dimensions and relationship to wall faces.
bin		These are narrow walled features with a plastered pisé core, often truncated leaving only the base but with scars sometimes traced in the wall plaster, indicating original height. They are usually found in corners of rooms but also as a conglomerate of individually constructed bins (e.g. space 157), it is therefore important to record the construction sequence where possible. These can also be truncated and remodelled as basins, which isn't always apparent. Record location, dimensions and relationship to walls.

blocking		Wall like material blocking what had previously been an accesshole/crawlhole or niche. Record the blocking material in the same way as a wall and describe the resulting void. You may wish to allocate a different feature number to the crawl-hole once the blocking has been excavated, but only you can decide if this makes things easier for you. Record the location and interpretation for the blocking: was it a pre-construction event for the next phase and therefore infilled for stability for the overlying wall, or was it a blocking to close off a space no longer used (e.g. Space 151), or to close off access between two spaces which carried on in use (see pre-blocking floors and post blocking floors e.g. spaces 107 and 108).
burial		Deliberate deposit of human skeletal remains, generally in a cut feature. The skeletal remains can be articulated, semi-articulated or disarticulated. There are several types of burials at the site, of both Neolithic and later origins. They normally consist of a cut, one or several fills and one or several skeletons, all recorded as separate units. There may be several burials in one building e.g. under a platform, cutting into each other. They should be given separate feature numbers.
cache/hoard		This is similar to pits and clusters but we distinguish a cache as a group of related artefacts deliberately buried together which may be interpreted as material storage. May comprise of single or multiple types of material. By allocating a feature number you are simply drawing attention to it, which allows easier query on the database. As soon as a cache is identified it is advisable to set up a couple of target nails (as you do for a human burial) so that photographic records can be made at each stage of lifting. If possible set up a tripod and maintain a stable camera position until the last artefact has been lifted. Each fragment or artefact is allocated an X Find number. The reason for the above is to detect whether the artefacts were in a container when placed in the ground, which may be tested by the position of the artefacts. If a cache/hoard is within a cut then you need to allocate a fill, cluster and cut unit. If at the interface of floors or deposits then a cluster unit only, if within a deposit (e.g. infill) it may indicate that the cache was deposited in a container since disintegrated in which case you should also allocate a fill, cluster and cut unit so that the 'shape' of the artefacts can be recorded which may define the shape of the container.

fire installation	oven hearth fire spot kiln	<p>The types of fire installations encountered at the site so far are domed superstructures, shallow rimmed structures and fire spots in 'external' areas. There are many phases of oven within the lifespan of a building. A pattern we are also finding is that often the very last oven is preserved with its domed roof intact and the oven body carefully infilled prior to the infilling of the building, this however, is not a rule. Earlier ovens are truncated or flattened, sometimes constructed over by another oven or sealed by floors, and the replacement oven located elsewhere. Ovens are usually constructed against a wall and comprise several phases of replastering and use. Sometime they are remodelled into other features. The walls are usually constructed of clay with several applications together with renderings of mud plaster. Sometimes they are set in a scoop type cut and may have a basal packing deposit and several make-up/packing layers for the main oven floor. The internal walls may have several mud plaster applications. The surrounding associated deposits consist of 'rakeout' material, compacted by wear into surfaces but which are not usually plastered. The 'dirty' oven area and 'rakeout' is often delineated from the 'clean' plastered floor areas by a 'physical' barrier in the form of a raised ridge. It is important to phase the oven and remodelling sequences with the surrounding floor deposits. Hearths can be difficult to distinguish from truncated ovens as these are similarly constructed. A fire is usually identified by <i>in situ</i> ashy deposits and associated scorching, and these can be identified in external areas and in buildings. Always notify the archaeobotany team once a fire installation is defined. Record different phases and location, dimensions and relationship with any other features.</p>
floor	surface trodden horizon	<p>Any surface inside or outside a structure upon which activities of any sustained duration occurred. It may be convenient to draw all these individual numbers together under a feature number, which also allows you to record or summarise your impressions of wear and use of the floor, as indicated by the surface treatment. This also saves the data user having to plough through all the unit sheets for a description of the surface treatment over different areas of the building. On the feature sheet you should also cross reference phases and associated features.</p>
grinding installation		<p>This applies to quernstones that are set into floors.</p>
internal partition		<p>This feature type should be used for internal partitions that do not consist of a wall. It may be a row of postholes or something else that has formed a partition. In case it is a surviving wall, the feature type should be wall, and sub type internal wall.</p>

kerb	ridge step threshold	Ridge: low raised linear feature (possibly part of a floor), perhaps denoting a difference in functional use of space in a room. Step: change in level between two surfaces. Threshold: the often raised (but not always) liminal space in a doorway – we have occasionally found evidence of wooden thresholds (as in B.80).
ladder em- placement	floor cut/hollow ladder scar puddled/disturbed at floor	Evidence for wooden structure used to access building from the roof. Ladders have not been found <i>in situ</i> but are represented by a scar in the wall plaster or by traces on the floor. Generally on the southern wall of a building. To record use the prompts to describe a cut, indicate the location in relation to the wall and on which face, the length, any association to other features, e.g. above features, floor treatment around the base of the scar, the angle, how it's location would have affected the spatial organisation and use of the building.
ledge/shelf		Can be found in a number of locations in buildings. May be modelled with mud and/or plaster.
niche/recess	hand recess recess shelf	A gap in a wall that does not go right through. Record in the same way as an accesshole, where it occurs, which wall face, all fills within, any internal treatment e.g. plaster, rough or smooth faces, residues etc. and any indication of use, and its relationship to the use of the building.
other		This type should be used only if no other category is relevant. The feature must be described with relevant information. Also discuss why predefined categories have not been used.
pillar	post pad	These are similar to 'engaged pilasters' with a brick or pisé core, rendered with a mud plaster base and finished with plaster. There may be several mud and plaster renderings which can be excavated in groups. Record location and dimensions, which wall face they occur on, distance between similar features, and also record any modifications and/or mouldings. A post pad is a stone setting embedded in or resting upon a floor, upon which a supporting post would be set upright (as an alternative to a posthole).
pit	scoop	A large cut feature. It is not always necessary to allocate a feature number to a pit, particularly in the event of a single fill. In this case the 'cut' unit number draws the unit of the pit together. However, in cases of multi depositional filled cuts you may decide to allocate a feature number to draw the whole pit together, particularly when the fills represent different uses and/or phases which require further discussion as a whole.

platform		These are low, plastered features located against walls in buildings and can vary in number and size, sometimes extending across most of a floor space, where they abut other platforms or features. They tend to be heavily remodelled by extensions and re-plastering and can be replastered at the same time as floors, so it is important to find this relationship. Platforms are normally associated with burials and it is important to cross reference all burials. Platforms can also be modelled over earlier interior walls, which create a pre existing raised area, or in some cases a make-up layer is used to form the base.
podium/pedestal		These features generally look like very small benches and usually abut the wall in buildings. They are not structural features. They may or may not be plastered.
post	clay post engaged post/pillar post scar wooden post	On this site these represent a wooden posts used for roof support. Most posts are presumed to have been removed for re-use in the next building. These are usually identified by a scar in the wall plaster with an associated posthole or post-retrieval posthole. Posts will however survive in a burnt building. The different elements to this feature therefore include the posthole (fills) and cut), the scar and the plaster rendering. Record location and dimensions, which wall face they occur on, distance between similar features, and also record any modifications and/or mouldings.
roof	beam-slot roof related material	It is unusual to find collapsed roof deposits, but where we have it is clear that these consist of multiple lenses all of which should be brought together as a feature. This enables analysts to study all these deposits as a group as well as individually. Other roof related features may be represented by roof beam-slots at the top of walls, as it is quite possible that occasional buildings were completely backfilled, in which case excavate the beam-slot as you would a cut with fills. Record location, dimensions and distance between similar features. If there are many beam-slots you may decide to allocate a feature number to all and discuss them as a group.
step/ledge step/bench		

wall	internal wall curtain wall blocking buttress repair support	<p>Walls may delimit buildings but may also be found inside buildings, creating subdivisions. Unit numbers are allocated to the different components of the wall e.g. brick, mortar and plaster. If different brick types are encountered these should be allocated further units. Once all samples are taken from the brick and mortar, a general number is given to the remaining bricks and mortar and the whole excavated and dry sieved together. The bricks, mortar and combined number, will appear as equal on the matrix box. On the feature sheet you should describe the location of the wall in terms of building and space, its alignment, relationship to other walls e.g. bonded/abutting/abutted, also the dimensions of the wall and the dimensions of the brick and mortar, also rebuilds or modifications, associations to all other relevant features, e.g. abutted by platform, cut by post scar, contains wall relief or painting, which face of the wall these features occur on and any anomalies you encountered whilst excavating, e.g. the wall sloped gradually from north to south, or in areas the mortar was used as a levelling deposit. Because the walls at Çatalhöyük are irregular on the vertical plane it is important to record this too. This can be done using a 3D model. Make sure all the irregularities and overhangs are properly photographed. All walls must be recorded in elevation; both with the extent of the plaster and then again once the plaster has been removed. The plaster is allocated a unit number and excavated carefully looking for any signs of paint. Also note the number of visible plaster applications and basal mud rendering. Remember to take 'plaster count' samples as well as the routine archive and flotation.</p>
wall feature	moulding wall relief bucrania painting animal horn	<p>Any feature attached to or on a wall. They appear to consist of multiple pisé or brick cores with plaster and mud applications. You will have to decide how best to allocate units to the individual components, remembering that the photographic image can enhance the written and drawn record. Describe as fully as possible, record location and dimensions, on which wall face they occur and their relationship to similar features, e.g. are they symmetrically located. It may not always be possible to excavate these features as they may be lifted by the conservators but this needs to be recorded too. If you find many superimposed paintings, allocate a unit number to each painting as a plaster category and describe the image. Paintings can either be grouped with the wall feature or if there are several you may wish to allocate a feature number to the series. Remember to inform the relevant laboratory of conservation team(s) at the earliest possible moment.</p>

2.1 THE FEATURE RECORDING SHEET

1. **Feature Number:** Feature numbers are taken from a running list of numbers allocated to each area under excavation and can be allocated by anyone working in the field, but if in doubt ask the supervisor.
2. **Year:** Year of excavation.
3. **Area:** Each area under excavation has a name for location purposes. Several areas have had various names. The areas currently being excavated are: North Area, South Area and TPC (Team Poznan Connection) on the East mound, and numerical trenches on the West mound. Other areas around the mound may be opened and given appropriate names.
4. **Mound:** Çatalhöyük is divided into two separate mounds, East and West.
5. **Grid:** X, Y and Z. A grid system exists across the site originating from a SW co-ordinate. The grid is read in eastings and northings: X is therefore the measurement in metres east of the origin and Y the to the north. Each area under excavation has fixed grid points from which an approximate mid X and Y reading on the centre of the feature being described should be taken. The Z value of this coordinate may be measured by TS or a manual levelling instrument.
6. **Spaces:** A space number is allocated to internal and external areas as defined within the area of excavation. It can, for example, describe a room, an ante-room, an external area, a street or an alley. Enter the number of the space where the feature is located.
7. **Level/date of space/building:** This information will be filled in automatically by the database.
8. **Feature Type:** Enter the type of feature you are describing from the list of feature typologies described above. They appear on a drop down list in the database. If the type of feature you are excavating does not fall into one of the categories listed discuss with your area supervisor and/or the computer officer, in order for a new category to be entered onto the database.
9. **Feature Sub type:** Choose a sub type of the feature type if available. They will appear on a drop down list in the database and will depend on the feature type. If there is no relevant sub type, describe and discuss it in more detail in the discussion section of the feature sheet.
10. **Location:** Record where the feature is located within the space or building.
11. **Dimensions:** Record the maximum extent of the feature in plan (in metres) and the axis of the measurement e.g. 1.2m E-W x 0.4m N-S x 0.1m deep or 0.15m E-W x 0.80m N-S x 0.2m deep. If there is extreme variation also record the minimum.
12. **Burial Min:** The minimum number of individual in a burial.
13. **Interpretative Discussion & Description:** Since features are a higher level grouping of multiple unit numbers, by definition they are interpretative in their nature. This box should be used to outline your interpretation and describe the feature (any detailed dimensions, overall impressions, phases, orientation). Features are opened once their number is assigned, but may remain open for some time during the excavation process, as they may contain multiple units, and have lifespans that extend through a large portion of the lifecycle of a building (eg. a large platform, containing multiple burial, and a complex sequence of replastering). The layout of this discussion is designed to track changes in your understanding, description and interpretation of the feature as you continue to excavate the units that comprise its component elements. As you add more descriptive or interpretative information or comments, then underline your addition across both columns and initial and date your contribution. In the database you enter a new discussion entry by clicking on the star at the bottom of the

discussion section and you name and date your entry in the fields to the right. This will make the interpretative process explicit and acknowledge all field staff who contribute to the understanding of the feature. Please feel free to continue this discussion on a follow on sheet.

- 14. Contextual Sketch Plan, Section or Elevation:** The aim of these sketches should be both to demonstrate/illustrate the broader context of the feature (in relation to other units or features, and perhaps explain some of the internal structural complexity of the feature. As such you should aim to draw any sketches, diagrams, sections and profiles that will aid your written record, always note dimensions and cardinal points.

- 15. Relationships to other features:** This section is designed to record relationships which can be read at a glance as opposed to continuous text.

Relation: Key words here are rebuild, bond, abuts, abutted by, above, below, cuts, or cut by.

To Feature: enter the feature number of the related feature

Feature type: of the related feature. Will be automatically filled in by the database.

Subtype: of the related feature. Will be automatically filled in by the database.

So for instance, if you are recording a wall, feature number 260 which is bonded to wall (feature number 261) and is abutted by a platform (feature number 386) and cut by an oven (feature number 395), you should record it as follows:

Relation	Feature No	Type	Subtype
bonded to	261	Wall	Blocking
abutted by	386	Platform	
cut by	395	Fire installation	Oven

Note that the above relationships refer to other features only, not unit numbers.

- 16. Units in feature:**

Number/Type: List all the unit numbers that make up the feature. The category type will be filled in automatically by the database, as described in the interpretative category of the unit sheet.

Associated Floors/Surfaces: List all floors and surfaces that are contemporary with the feature, as some features are constant throughout the lifespan of a building (e.g. walls and platforms), whereas others are remodelled as different features are finished with (e.g. ovens or basins).

Time period: This will be filled in automatically by the database, as entered on relevant unit sheets.

- 17. Local Feature Matrix:** This box should be used to draw a freehand sketch matrix to show how the feature is composed stratigraphically, and perhaps some of the key relationships to other related units and features.

- 18. Contextual Discussion:** This column is a supplement to the main discussion of the feature which allows you to discuss its relation to other features and units. In particular you should focus upon describing the 'Relationships To Other Features' listed in the box of the same name (see 15 above). Continue your discussion on a Continuation Sheet if necessary.

- 19. Plan Numbers:** : Graphic numbers only apply to multi-context plans in the current digital workflow. Features, generally being comprised of multiple units will generally be more likely to have associated multi-context plans. Each area has a

running list of graphics numbers on a Graphics List. The graphics number is specific to the year of excavation e.g. 2013/1, 2013/2 etc. and a block of numbers is allocated to each are under excavation from a master list. Enter all the graphics numbers of plans of the feature only, not individual units.

20. Section Numbers: Instructions as for Plan.

Note: A feature may appear in section or plan or both. All relevant numbers should be entered.

21. Photo: Tick the relevant boxes: Record Photo, 2D Ortho Photo, 3D Photo, Daily Sketch Photo.

22. Feature Opened: Because features represent a higher order grouping of multiple units, their excavation may take some time to complete, and the understanding and interpretation of the feature may change as each separate component unit is excavated. Realistically a feature may be assigned in the field, but the last units may not be assigned to it until during the post-excavation phase of the project. This is the main reason for tracking changes in description and interpretation of features in the 'Interpretative Discussion & Description' box (see 13 above). This box tracks when the feature was first identified in the field and allocated a number – at this point the feature is considered open, and possibly subject to changes in interpretation.

23. Feature Closed: Conversely, this box tracks the point at which the last component unit is assigned to a feature, and a final interpretation is agreed upon by the excavators. At this point the feature is considered closed.

Note: whilst a feature is open, it remains possible that further units may be allocated to it, and that it may be subject to a change of interpretation. A feature should only be considered closed when the excavators are satisfied that it is fully excavated and no more units can be allocated to it (features which run into sections, or that remain unexcavated in situ can not be closed!).

24. Excavated and Recorded by (and date): The feature sheet should be filled in by the person who excavated it.

25. Data Entry by (and date): For tracking data flow note the person who entered the data from the sheet into the database.

26. Checked by (and date): The information on the feature sheet will be checked by someone other than the person who excavated the feature.

27. Total Number of Pages: Enter the total number of pages of feature sheet.

3 EXCAVATING SKELETAL REMAINS AT ÇATALHÖYÜK

Identification of a burial is not always obvious until part of a human bone has been exposed and identified. As soon as the presence of a skeleton is made apparent, you should define a burial cut or at least attempted to before exposing all the bones. This is done in the same way as defining the extent of any archaeological deposit, by trowelling clean the surrounding area, looking for changes in colour, texture, composition and relative inclusion content, abundance and size. If you are successful in defining a cut, the edges will define the limit of excavation of the burial, and you should pay as much attention to the excavation of the cut as you do the skeletal remains. If a bone is already exposed, trowel from that bone towards the edge of the cut, i.e. from the known to the unknown. By doing this, other bones should be encountered, the more exposed the better an idea you will have of the position of the skeleton. If no bone is exposed but a cut has been identified and you think it might be a burial, work carefully from the edge of the cut towards the centre until a bone is exposed, identification of which should give you an idea of what and where the next bone will be; however this is not always true of skeletal remains at Çatalhöyük.

Inform the human remains team as soon as you think you have a human skeleton as they may need to make field notes and measurements throughout the excavation process. They will also identify visible bones and may be able to inform you of the position of the skeleton, what to expect where and any further requirements they may need. Always ask their advice as they are here to support us and, at times, help with the excavation.

Documentation - background

During the excavation of a skeleton a series of photographs should be taken for archival/publication purposes and for generating 2D orthogonal photos and 3D models of the skeleton and burial feature. As it is difficult to maintain a stationary position for the camera during excavation, stationary targets are used for this purpose. When a skeleton is identified, at least four stationary targets should be positioned at strategic points around the skeleton which must not be moved until the excavation and lifting is complete. Target 'A' should be placed at skeleton head, target 'B' placed at feet, target 'C' placed at skeleton's left side and target 'D' placed at skeleton's right side. If the skeleton is on its side (as is often the case with the Neolithic burials, and sometimes with the Islamic burials), place target 'C' on the ventral (stomach) side of skeleton and target 'D' on the dorsal (back) side of the skeleton. If there are multiple skeletons or other complicating features, the location of targets can be altered. The location of targets should also be recorded on the sketch on the back of the skeleton sheet. XYZ coordinates of the targets and heights for requested skeletal elements (i.e. cranium, pelvis, feet, etc.) should be recorded. Skeletal element heights should be added to the sketch on the back of the skeleton sheet.

Regular photographs should then be taken throughout the course of the excavation always showing these targets. Where possible, all photos should be shot in RAW format - not in JPEG. The number of photographs taken is up to the excavator and are taken in case precariously positioned bones are dislodged or need to be lifted before the whole skeleton is defined. Previously, skeletons were drawn by hand in plan, but starting with the 2012 season, skeletons are digitized using photographs. This means that the skeletons have to be recorded by 2D orthogonal photography to enable georeferencing. These photos will be taken by someone trained to produce 2D and 3D photos/models. Skeletons must be fully exposed and cleaned before these photos are taken. If a true plan view cannot be achieved (i.e. the burial feature/skeleton(s) is too large to be captured with a single photo), an orthogonal, rectified 2D plan photo can be produced from the 3D model (see 3D burial recording cribsheet).

However, the cut or the extent of the burial should be planned using the same procedure as planning other units or features, to tie in with other plans.

The fill of the cut or the deposit around the skeleton is allocated a unit number and described as Layer or Arbitrary Layer depending on whether a cut is defined. If multiple fills are present, then multiple units should be allocated and the fill(s) and cut(s) recorded on Unit Sheets, the skeletal remains are also allocated unit numbers but are described on a Skeleton Recording Sheet. All the unit numbers should then be allocated a Feature Number, and the burial described as a whole on a Feature Sheet. There may be more than one skeleton in a burial in which case the Feature will comprise several interments. Isolated bone(s) (not obviously associated with any skeleton) should be allocated separate unit numbers which enables cross references and/or matches to be made in post-excavation.

Excavation - background

The most effective tools for the excavation of skeletal remains are wooden sculpting tools, bamboo skewers, small paint brushes and plastic spoons. The use of metal tools in close proximity to the skeleton should be avoided as they can scratch and damage the bones. In some cases, when the soil matrix is very compact metal tools such as leaf trowels and dental tools may be required but should be used with extreme care. It is important to excavate skeletons as quickly as possible and, if possible, under shelter. Special care should be taken when exposing the hands and feet as the terminal phalanges (finger and toe bones) are all too easily lost. Care should also be taken in identification and retrieval of the patellae (knee caps), scapulae (shoulder blade), hyoid (in the neck region but a separate element attached by soft tissue in life) and the articulation between the top of the vertebral column (the spine in a fleshed person) and the cranium for the atlas, axis and basi-occipital bones. In child burials it is important to retrieve the epiphyses (unfused ends of long bones). The absence of any of these bones have implications for the burial practices and hypotheses can be made about the state of the once body if not present.

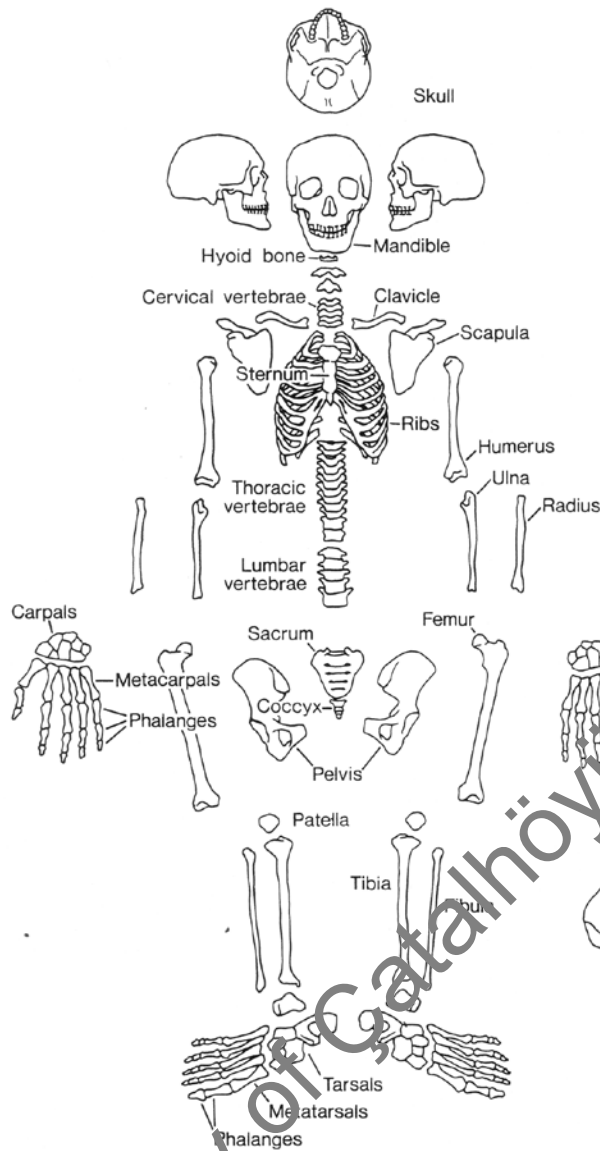
Archive and Flotation samples should be taken of the fill as for a Layer, and care should be taken for the presence of phytolith remains which indicate the presence of the remains of binding or basketry. If continuous, define the extent of phytolith remains and discuss conservation treatment with your supervisor. If fragmentary, phytolith samples should be taken as described in the sampling strategies handout. Any remaining deposit must be dry sieved through a small meshed screen to retrieve any stray small bones, which are often confused with small stones.

Whilst excavating, look out for voids and/or airspaces around joints, the stomach cavity, ribs, under the thorax etc. and particularly under any stones. Record all of these observations in the discussion box of the skeleton recording sheet.

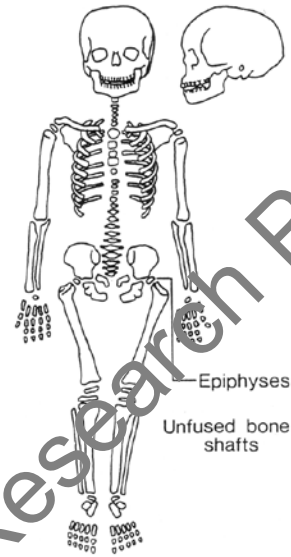
When the skeleton(s) is completely exposed and recorded, inform the human remains team, who will take responsibility for lifting of the remains. Remains should be lifted as separate elements e.g. left foot, right foot etc. on to trays and labelled anatomically (see diagram below) or annotated and cross-referenced to the plans using alpha-numerical values. All elements must be labelled using tyvek labels only and these must stay with the remains from thereon, at no point should these labels ever be separated from the remains, even when boxed and archived after analysis has been completed.

THE MAIN BONES OF THE HUMAN ADULT, JUVENILE AND NEO-NATE SKELETON

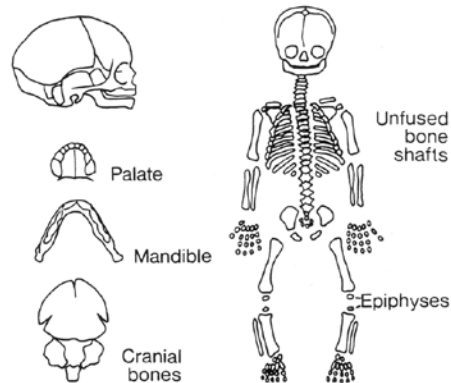
Skeletons : Adult



Juvenile : 3 year old



Neonate



3.1 THE SKELETON RECORDING SHEET

1. **Unit Number:** Any human skeletal remains are given a unit number from the same running list of numbers as other units. This number represents the skeletal remains only, not the soil matrix around the skeleton which along with the cut, have separate unit numbers.
2. **Year:** Year of excavation.
3. **Area:** Each area under excavation has a name for location purposes. At present, we have areas North, South (pre-1999 known as Mellaart), Summit and Bach I on the east mound, and numerical trenches on the west mound.
4. **Mound:** Çatalhöyük is divided into two separate mounds, East and West.
5. **Excavation status:** Indicate whether this unit was excavated or not.
6. **Priority unit:** Indicate whether the unit has been prioritized during a priority tour. This means that the finds and samples from the unit will be investigated with highest priority by the laboratory staff on site, and feed back will be given on up-coming priority tours.
7. **Feature:** A feature number is allocated to any group of related units that need to be described as a whole. In this instance the burial cut, associated fill(s) and skeletal remains will be grouped together by a feature number. Given the complexities of the burials at Çatalhöyük a burial feature may contain more than one interment.
8. **Space:** Enter the space number, which may define an internal or external area, either a room, an storeroom, an open area or an alley, in which the skeleton is located.
9. **Building via space:** A building can comprise one or more internal spaces so enter the building number in which the skeleton is located.
10. **General Category:** The category on this sheet will always be Skeleton.
11. **Interpretative category – burial deposition:**

Primary	articulated skeleton, complete or nearly complete, found in its original place of interment
Secondary	skeleton, partial or complete, moved from the original interment location, then redeposited by Neolithic people in a different location and/or context
Tertiary	loose, scattered, disarticulated bones found in non-interment contexts (e.g. room fill, midden)
Primary disturbed	complete or partially complete articulated skeleton found in the original burial location but disturbed from its original position by Neolithic people. Disturbance generally occurs when an individual is moved or disturbed: (a) to make room for other interments, (b) for the removal of bones ('bone retrieval'), and/or (c) both.
Unknown	unable to determine deposition of bones
Primary disturbed, loose	loose, scattered, disarticulated human bone which is found in contexts related to interment. These bones are mostly recovered in the accompanying grave fill of primary disturbed burials in multiple-event contexts.

Indicate the probability of the interpretation by circling one of: *LOW* - *MEDIUM* - *HIGH*.

12. **Alternative interpretation:** Use this if the interpretation is uncertain and there is a need for an alternative interpretation. Further alternatives can be continued in the discussion area of the unit sheet.
13. **Data category:** The database will automatically set this category to skeleton, when the general category is skeleton.
14. **Mid X, Y, Z:** An appropriate mid point on the skeleton under excavation should be recorded with the X and Y co-ordinates. The Z value of this coordinate may be measured by TS or a manual levelling instrument.
15. **Dimensions:** Record the approximate extent of the skeletal remains (in metres and/or millimetres) and the axis of the measurement.
16. **The Skeleton Diagram:** Highlight (by blacking in, circling or scoring) the pre-printed skeleton diagram to show what bones are present, this is best done prior to and during lifting. This diagram can also be used to show areas of truncation, location of associated artefacts and the position of the photographic targets (see below). If this information is not recorded here make sure it is apparent on a sketch.
17. **X, Y, Z Targets:** If possible already existing targets are used when the skeleton is photographed for the 3D model. If needed, extra targets are added. Make sure to record the the numbers of the targets used. Record X, Y, Z coordinates of these targets.
18. **Description:** Follow the order of the numbered prompts to describe the attitude of the different elements of the skeleton. When lifting the remains remember to record the right and left correctly, i.e. the skeleton's right/left, not how you see it.
1. Body. Describe the position of the body, whether it is extended, supine (front up), flexed right, flexed left or prone (face down) and the orientation in relation to the long axis of the body (e.g. body oriented with head to north and feet to south).
 2. Cranium and mandible. Describe the positions as flexed, extended, rotated right, or rotated left.
 3. Upper limb, right.
 - Shoulder. Record whether medially rotated, laterally rotated, abducted or adducted.
 - Elbow. Record whether flexed or extended.
 - Forearm. Record whether supinated or pronated.
 - Wrist. Record whether flexed or extended and whether supinated or pronated.
 - Hand. Record whether the fingers are flexed or extended and whether supinated or pronated.
 4. Upper limb, left.
 - Shoulder. Record whether medially rotated, laterally rotated, abducted or adducted.
 - Elbow. Record whether flexed or extended.
 - Forearm. Record whether supinated or pronated.
 - Wrist. Record whether flexed or extended and whether supinated or pronated.

- Hand. Record whether the fingers are flexed or extended and whether supinated or pronated.
5. Lower limb, right.
- Hip. Record whether flexed, extended, abducted or adducted.
 - Knee. Record whether flexed or extended.
 - Ankle. Record whether dorsiflexed or plantarflexed, medially or laterally rotated.
6. Lower limb, left.
- Hip. Record whether flexed, extended, abducted or adducted.
 - Knee. Record whether flexed or extended.
 - Ankle. Record whether dorsiflexed or plantarflexed, medially or laterally.
19. **Other comments:** Describe the general condition of the skeleton and any comments on articulation. Any degeneration of bone in situ is important to record as well as accidental or unavoidable damage during excavation or lifting. Record disturbances through later activity or animal/root activity as well as damage due to stone pressure on the bones. It is important to note whether the patellae, hyoid, phalanges, basi-occipital etc. bones are present or not, and their location, as this may give an indication of the state of the body at the time of interment.
20. **Surface modifications:** Note any surface modifications on the bones, such as cut marks, evidence of stains and/or colour, change of colour during the course of excavation, burning, chewing marks root activity etc.
21. **Associated units:** List here all the unit numbers and category types that are associated with the skeleton being recorded; this information will be repeated on the Feature Sheet but helps to build up the picture for when you record the burial as a feature. Note that any evidence of textile or basketry lining the grave cut should be allocated a unit number, but if there is evidence that the textile or basketry shrouds the skeleton, then it is recorded as a find with the skeleton.
22. **Number of days exposed:** It is important to excavate the skeletal remains as quickly as possible as the state of the bone will change during exposure. Any change in the condition of the bones should therefore be noted and the duration of exposure.
23. **Cut:** Enter the cut number of the burial. This is the unit number to describe the cut not the feature number that discusses the burial as a whole.
24. **Matrix:** Enter the unit number of the skeleton you are recording in the central box, and then enter the unit number(s) stratigraphically above and below in the appropriate boxes.
25. **Skeleton same as:** The skeletal remains are often disturbed and, as such, parts of the same skeleton may necessarily have to be excavated and recorded separately. Enter here the skeleton unit number(s) you think may be part of the one you are recording. As this is often easier and more clear in the field than in the laboratory, you should therefore be questioning possible matches in heavily disturbed burials. The probability of any match(es) should be indicated as LOW - MEDIUM - HIGH (HIGH is more probable), and any further alternatives should be continued in the discussion area.
- Plan: All human skeletal remains are recorded in plan by 2D orthogonal photography and digitizing.
27. **Section:** Enter any graphic numbers of any sections you may have drawn associated with the skeleton.
28. **Photo:** Tick the relevant box.

29. **Samples:** In case a sample for DNA analysis is needed, follow this instruction: A sample for DNA analysis is taken from the 2nd or 5th - 11th rib of the skeleton (not the 1st or 4th rib). Normally, this is done by the human remains team whilst lifting using an inverted clean plastic bag (do not touch the inside of the bag), used as a glove and lift the sample. Fold the bag back over the sample and place within another bag with a label between the two. Do not touch the ribs during exposure. The XY and Z must also be recorded. Enter sample number, sample type, coordinates of sample, comment and amount. Identify the 4th ribs. Collect fingers as separate digits for each hand.
30. **X Finds:** All objects that can be associated with the skeleton should be treated as X Finds of the skeleton unit number; these may include any decorative ornament, i.e. jewellery (beads, shell), any pigment on bone, textiles beneath the cranium, clothing ornaments or accoutrements (if found in the appropriate location) and any evidence of shrouding). Grave 'goods', (as opposed to those on the body (i.e. adornment) at time of interment), should be allocated X Finds numbers of the soil unit. A new unit number should be allocated to any textile or basketry if it is identified as lining the grave cut (as opposed to shrouding the skeletal remains). Please be careful not to over-clean any artefacts, bones, or teeth (of calculus, for example) in case of residues and the specific needs of the conservation and human and faunal remains team (e.g. brushing damages basket remains). Record sample number, type and coordinates.
31. **Sketch Plan, Section:** Draw any sketches, diagrams, sections and/or profiles that will aid your written record. Always note dimensions, cardinal points and levels, mark the location of any significant artefacts, samples etc.
32. **Heights:** Record the heights of the cranium and the pelvis if these are present, if not, the highest and lowest part of the skeleton.
33. **Discussion:** This is where you write anything and everything you think about the skeleton. Of particular interest are your views on the state of the cadaver at the time of interment, whether there are any indications of basketry, binding or wrapping and, if so, where. If the body was bound the evidence would be in restricted areas only, a basal mat may have been used at the base of the grave cut as opposed to shrouding the body or lining the grave. All your formed impressions during the course of excavation and recording should be recorded.
34. **Excavated and recorded by:** Name of excavator and date of excavation.
35. **Data entry by:** Name of person who entered sheet in database.
36. **Checked by:** Name of person who checked the data in database.
37. **Phase in space/building:** This will be entered during the post-excavation write-up phase when the stratigraphical matrix is compiled.
38. **Time period:** This will be entered during post-excavation.

These sheets do not have instructions yet:

4 BUILDING SHEET

5 SPACE SHEET

6 AREA SHEET

7 DRAWING CONVENTIONS

Plans are drawn using the following conventions:



Limit of excavation



Extent of unit



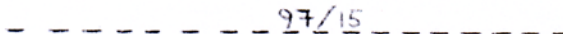
Edge of unit cut away by later intrusion



Uncertain limit of unit with break in solid line



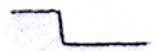
Hachure denoting extent of slope



Line of section with graphics number



Edge of cut feature



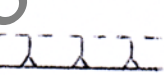
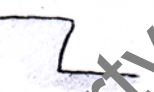
Vertical edge



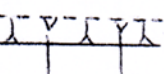
Cut feature with noticeable change of slope



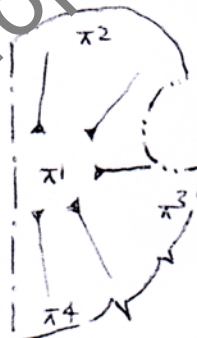
Cut feature with stepped profile



Cut feature with undercut edge



Cut feature with undercut edge and return of slope



1. 1006.70
2. 1006.55
3. 1006.60
4. 1006.58

Spot heights should be located on the plan with numbered height symbols (π). These numbers should be listed with the appropriate elevation on the side of the plan

8 PHOTOGRAPHY ON SITE

Digital camera instructions

Camera settings: Be sure not to use the green Auto setting, which may activate the flash. Instead use the P (Program) setting. This will also set most settings automatically in the camera, but allows some manual adjustment and won't activate the flash. Check the image after each shot. If you see that the exposure is too light or dark, use the plus (+) or minus (-) exposure compensation dial to adjust the exposure. A good way to check the exposure is to use the histogram chart, since it is often difficult to see the screen properly while outdoors. If you see the histogram curve is all the way against the left (shadows) or right (highlights) side, then adjust the exposure to balance the curve towards the middle.

While aiming the camera, pay attention to the edge of your frame, not just the center focus of the image. Adjust your position or view to help minimize any distractions or unnecessary elements around the perimeter of your image. However, sometimes it's good to include outside elements when taking wider views, just try to be deliberate while aiming the camera to frame the viewer's attention on what you are trying to record.

Usually the autofocus will be good enough, but if you have many different elements at different distances from the camera, aim the center of the view towards the subject you want to focus on in the image as you press halfway on the shutter button. After the camera focuses, keep the button held down to hold the focus setting and then reframe the image as you need. Finally, press the shutter button completely to take the shot with your chosen point of view.



Example of the information that should be on the photo board.

Record photographs: Photographic record shots of your work should be taken routinely. Take both detail and wider view shots to show context. Always include versions with and without the scale. Think about what you are photographing, think about the framing of the photograph and what you intend as the end result. Remember that these images may be used in lectures and reproduced in publications and therefore worth time and thought. Take photos that may function as documentation of the remains as well as of the work process. When taking documentation photos of the remains, remember to clean the area within the shot, take care to define all the elements of the subject you intend to photograph but DO NOT scribe lines

between units either in plan or section, do not leave trowel marks, smears, or footprints, remove distracting objects (tools, equipment, personal belongings), be aware of shadows and eliminate if possible. Pay attention to the background and ask people to move if they are not part of the photograph. However, photos of the work process may include all of the above. Also remember to take photographs of objects in situ. You only get one opportunity to record photographically and these can convey complex visual information to compliment your written and drawn records.

Remember to take identifier photos using a white board stating the relevant information, e.g. date, area, space, building and unit numbers. This should be done every time a new series of photos are begun.

Use of scales

Use scales routinely but always take photographs without them as well, which are better to use for lectures and sometimes for publication. Position appropriate sized scale near the subject of the shot but far enough away as not to obstruct the important detail. Scales should be horizontal and parallel with the horizontal side of the frame.

When photographing on the vertical plane you should try to photograph as square on to the section as possible with a standard 50 or 55 mm lens. If this is not possible use a long lens (80mm +) from a distance to reduce distortion. Scales should be vertical parallel to the sides of the frame, this sometimes requires the scale to be positioned at an angle so as to appear vertical in the photograph. If the section is long you may also want a horizontal scale on top of the section.

8.1 THE PHOTOGRAPHIC RECORD SHEET

List the photos on the *Photographic sheet*. Write down the four digit photo number you see in the camera screen for each of your photos. Record the relevant building and space numbers, unit numbers, and feature numbers. It is very important that you pay attention to which column you enter building, space, or feature numbers. There are two columns for numbers. The second column is for associated numbers. The associated numbers are meant to record the wider context of the photo. For example, in a photo focusing on a burial you will place the unit and feature numbers in the first column and any related space or building number in the second associated numbers column. But if the focus of the image is meant to show an entire space or building, then record those numbers in the first column, leaving the associated numbers field empty. This is meant to help when searching for photos later.

Make a short description of the motive, record the direction you are facing when you take the shot, your name and the date.

How to log your photos

Log your photos using the Excel Photo log sheet on your tablet. To keep up, try to fill in your sheet immediately after taking your photographs. Read through the instructions sheet on the excel file for detailed guidelines for each field. Each day, copy your entire spreadsheet to the designated folder. Jason will copy and import your updates into the Portfolio photo catalog. After coming off site at the end of each day, leave the camera in your regular spot in the seminar room. Jason will download and process the images, adding them to the Portfolio photo catalogue on the server, linking the data from your Excel sheets.

2D orthogonal photographs: These photos will be taken by someone trained to produce 2D photos. They will be required for georeferencing and digitizing of skeletons and certain features. Skeletons must be fully exposed and cleaned before the photos are taken. The photos will have to be taken in a true plan view. This may mean having to use a ladder to get a good horizontal view of the burial. If the burial feature/skeleton(s) is too large to be captured with a single photo, a series of overlap-

ping photos must be taken and stitched together. Each photo must contain at least four control points. Target 'A' placed at skeleton head, target 'B' placed at feet, target 'C' placed at skeleton's left side, target 'D' placed at skeleton's right side. Location of targets should also be sketched on the back of the skeleton sheet. XYZ coordinates of control points and heights for requested skeletal elements (i.e. cranium, pelvis, feet, etc.) will be needed. Skeletal element heights should be added to sketch on back of skeleton sheet.

3D photographs: A special set of photos will be required for 3D models of features as burials, but also other feature types. These photos will be taken by someone trained in the 3D process. A set of 3D targets will be needed for these photos. These markers should be placed on top of 2D markers if those are used for orthogonal photos. A grave has to be photographed using approximately 25 pictures. The camera resolution should be close to 8 MP. The photos will be processed with Photoscan and a 3D model will be generated. The model will be imported to MeshLab software in order to be aligned with the excavation grid. This process will be handled by the 3D team.

Property of Çatalhöyük Research Project

9 THE DIARY DATABASE INSTRUCTIONS

The diary will be a record of the process of interpretation.

Write everything that relates to your own interpretation and decision making process. Write about how you have come to certain conclusions and why you have made certain decisions involving interpretations. The diary is for information that is not recorded elsewhere. You do not have to repeat discussions recorded on unit/feature/space sheets, even though you may want to refer to issues mentioned there.

There are several interpretative issues that you may discuss in the diary.

- You may write your thoughts on the unit/feature/space you currently are working on, and how you have come to certain preliminary conclusions such as the ones mentioned in the questions in the diary prompts.

- You may write about the relations between units, features and spaces, and to place them in larger interpretative contexts, that have not been recorded on the individual unit/feature/space sheet.

- You may write about how you think the methods you are using are influencing your interpretation process and your perception of the material.

The aim is that everybody in the project that is involved in the process of interpretation should write in the diary about twice per week. You may have come to think differently about some issue e.g. after a priority tour when you had new information either from the excavation or from the laboratory teams. However, according to how your work is developing you may have more or less to contribute to the diary, and may want to make more or fewer entries during certain weeks.

You may tag your entry with keywords that let others know the topic/topics of your entry. You may search a tag and get a list of all entries on this topic. The diary also allows you to view the most recent written entries, and you are encouraged to read entries written by other project members. Use the "More" button to view a single entry entirely and reply.

Diary of the day – a quote from a particularly interesting or thought provoking diary entry will be chosen on a daily basis to be displayed in the dig house.

Diary prompts

The overall aim is to put single contexts into larger contexts.

Are there traces of activities that took place here (in this unit, feature, space, building)?

Are the activity traces or deposits the result of one (short term) act or of many acts that built up over time (palimpsest)?

Are the artifacts placed or discarded as refuse (intentional or accidentally dropped)?

If refuse, is it primary (direct activity residue), secondary (swept or dumped to this location), or tertiary (background noise – small fragments recycled within brick, clay and soil matrices)?

If placed, is the placement everyday (eg placing a basket on a side-room floor), or ritual/special (eg placing obsidian points in a niche)?

Is this deposit (fill, make-up layer) everyday or ritual/special?

Is this floor clean or dirty – and why (sweeping, matting, ritual/everyday use)?

Clusters – what caused this cluster (feasting, foundation or abandonment ritual, dumping)?

Did this activity/deposit/feature in this part of a room take place before, after, at same time, as that activity in that part of a room?

How many people lived here (in this space or building)?

For how long was this unit, feature, space, building used?

Why did people abandon this feature, space, building?

You are also encouraged to make comments about the methods used in the project.

10 THE DAILY SKETCH PLAN INSTRUCTIONS

At the end of each workday you should sketch a plan on a photo of the space you have been working in during the day. Digitally draw and write on the photo in your tablet what you have done during the day and how you interpret the contents of your space.

You should especially visualize with drawings and in text the relations between the various units/features etc in your space. Make sure you write all the relevant unit, feature, space and building numbers on the photo. Also write the date and your name/initials.

The daily sketches are made searchable in the database. Two steps will make them available: 1, upload your photo and 2, enter it in the database.

1. Upload the photo to the Daily sketch folder on the server after you have drawn and written on it. Make sure you name your sketch with date_your initials_ds (for daily sketch).jpg (your file extension). E.g. 20140710_sm_ds.jpg

If you work in OneNote or a software that only allows you to save the sketch as a pdf, you may save your pdf on the server. It will be converted to a jpg later.

2. Then enter your sketch in the database in the Diary Central Database. Make sure you tag it with the relevant unit/feature/space/building numbers. This way the daily sketch will be connected to the relevant buildings/spaces/features/units in the database.

Enter the file name in the relevant field (always with file extension .jpg). Even if you have uploaded a dpf-file, always name your sketch as .jpg when you enter it in the database. If it is a pdf, it will be converted to a jpg later.

Aims:

There are two aims of the daily sketch.

It will be a visual multi context record of interpretations of relations between various units/features etc. This will ensure a record of the thought process behind the relations that later will be recorded in the matrix.

It will also be a day by day record of the work process in a certain space. This will give you a daily overview of your work as well as an overview of the work carried out in a space over time.

11 PRIORITY TOURS

These take place every other workday for laboratory teams to visit all areas of excavation for updates on progress in work. The field staff discuss their area, units excavated, those in progress; thoughts and current interpretation.

Initially tours for the laboratory staff were designed to involve them in the excavation process, whereby a multi-interpretational flow of ideas and interpretation would be introduced in the field; the analysis of the environmental and material record deposits help interpretation in the field and/or allow a more detailed field interpretation, or highlight flaws in the field interpretation. However due to the large quantity of material to be analysed it was clear that not all material could be studied fast enough or in tandem. Priority tours were then introduced in 1997 whereby after discussion of units under excavation, both the field team and lab teams would prioritise deposits for fast track analysis to answer specific questions raised through the excavation or analysis.

This gives lab staff information on the material they analyse in the lab rather than looking at a bagful of disparate finds. This also allows feedback and integrated interpretation of deposits under excavation, as it might be that their interpretation of the material assemblage differs from the field interpretation of a particular unit, which may lead to discussion and a re-assessment of interpretation. Questions arise about deposition events and function, some of which are best addressed by site staff and others by lab staff. There may be times when the excavator recognises a change but can't fathom the reasoning, it often then helps to have the material assemblage analysed.

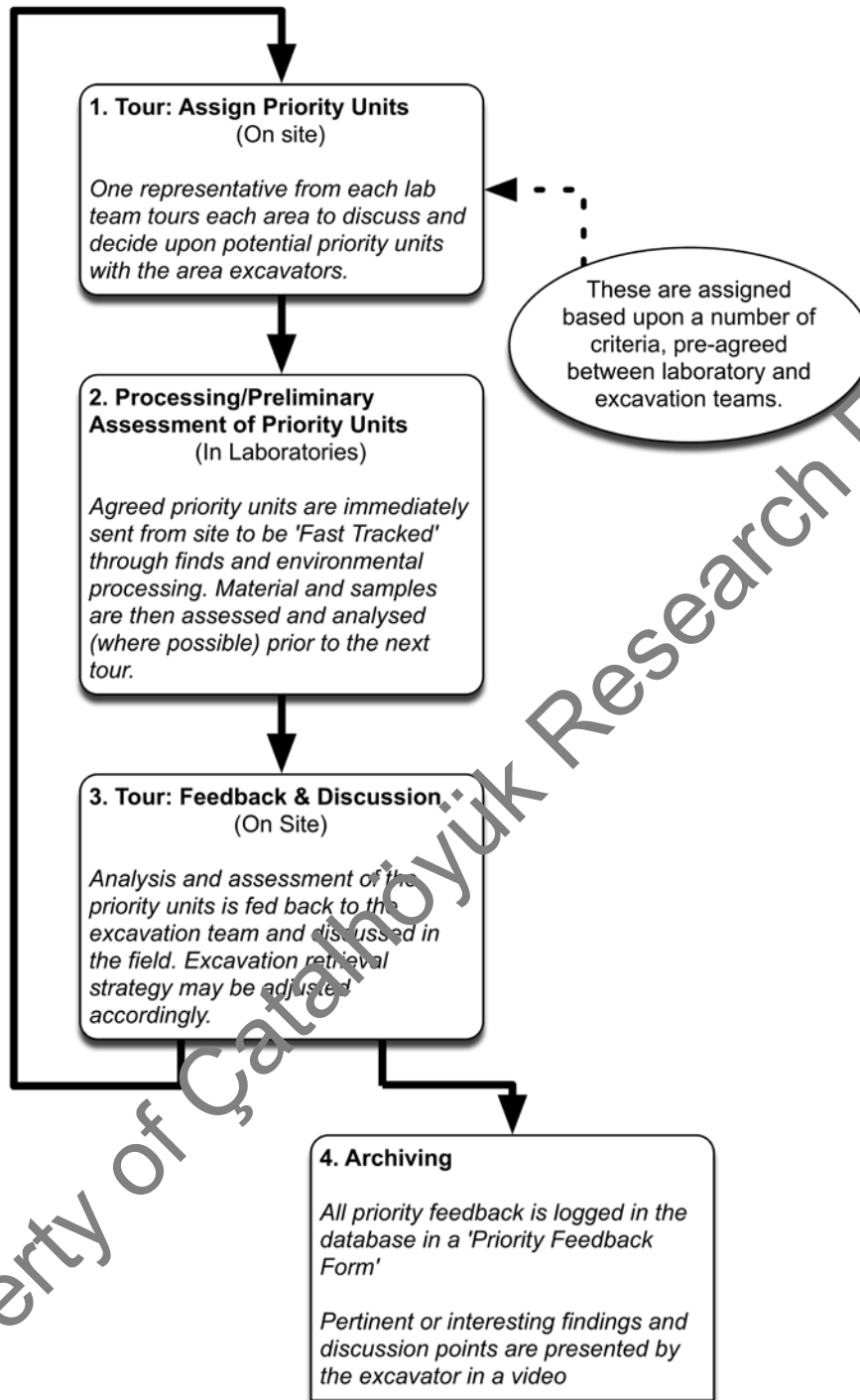
This is a two way process intended to inform both lab and field teams, and everyone is expected to take part.

One of the intentions of the priority tour is to choose units that are fast tracked through the system of flotation, sorting and material analysis in order to focus upon specific questions to help interpretation.

Anything that appears unusual or difficult to interpret, or of specific interest to the field team should be pointed out at these tours, lab staff may focus upon units of particular interest to them. This way many units may be discussed during the tour but in the end only a limited number is chosen to be priority units. Only these are marked as priority units in the database. One exception is burial fills that are always marked as priority units, but are not fast tracked the same way as proper priority units.

By prioritising chosen units all the material is analysed and then brought together in the field by discussion, usually by the next priority session. The discussion is then summarised on video. The thoughts and interpretations that result from these tours may be discussed further in the diary entries of the participants.

Workflow Diagram Showing 2-Day Cycle of On-Site Priority Tours at Çatalhöyük



12 VIDEO RECORDING

Videos should be routinely recorded throughout the excavation process. Their purpose is to supplement the standard recording process, and augment the reflexive transparency of the interpretation process during excavation, characterised in particular by the use of dairies and daily sketches. Videos are a clear visual media in which team members can 'tour' their areas and discuss work in progress, allowing them to explain visually their assumptions about, as well as their conceptions and informed understanding of the units and features they are working upon. As such they should be recorded with explicit consideration of the interpretative process in mind.

Videos are linked by metadata to the unit, feature, space or building under discussion and are easily accessible to other team members and the general public once the database is made available on the website.

Routinely the field team records videos at key stages of the excavation process.

- At the beginning and end of the field season.
- When excavation begins in a new space or building.
- When a space or building is perceived to be 'in phase' (more or less, since this is often not finalised until post-excavation)
- To summarise the feedback and discussion resulting from the unit prioritising process.
- Team members are also encouraged to video discussion of interesting, or problematic units or features and stratigraphic complexities as they unfold, this may be supplemented by a further video summarising the final interpretation, or resolution of such problems.

Videos will be directed by the site photographer/videographer, who will ultimately edit them, although the team member being recorded and their thoughts about what needs to be discussed will largely dictate the flow of the video. However videos will generally begin with a standard acknowledgement of the date, area/building/space, under discussion, and the team member's name. Team members are expected to know salient unit and feature numbers for reference throughout the video, but can of course refer to notes as part of the discussion.

13 FINDS GUIDELINES

On-Site

- All finds are sorted by material/form and bagged on site with a legible label inside.
- The main materials and forms you will recover are:
 - o **Pottery**
 - o **Stone** – bulk, groundstone, beads
 - o **Chipped Stone** - obsidian, flint/chert
 - o **Animal Bone** – bulk and worked
 - o **Human Bone**
 - When bagging up bone indicate on the label human or animal. Human bone goes DIRECTLY to the Human Remains Lab.

- o **Shell** - beads
- o **Clay** – beads, large balls/mini balls, figurines, etc.
 - Bag up the mini clay balls separate from the larger - the mini ones do not get washed.
- o **Botanicals** - Phytoliths, charcoal, seeds, etc.
- o **Building Material** – mudbrick, plaster, daub, etc.

****If you are unsure of a material or object please ask****

- If an item is not to be washed please write DO NOT WASH on the front of the label.
 - o This may apply to groundstone, fragile bone and unfired clay objects/pottery, and items for residue analysis.
- If some of your finds are part of a cluster, then write CLUSTER on the back of the label.
- Try not to leave your finds out in the sun during the day, they will sweat and get damaged.
- Please make sure all X-finds are correctly numbered.
- Reuse old bags for your finds.
- Archive samples will be taken in new bags to reduce the risk of contamination
 - o Labels should not be placed directly in contact with the soil. Place the label in a small bag first and then in the larger bag with the sample.

Writing Labels

It is essential all labels are neat and legible to ensure no contextual information is lost.

- PRINT clearly in your NEATEST handwriting.
- Please make sure the label is visible from the outside of the bag and not buried under the dirty finds.
- Always write labels with a Fine or Ultra Fine **Black** Sharpie.
- Always write your AREA in the top right corner of the label.
- Always write the MATERIAL type on the label.
- You should also use the British date convention of Day/Month/Year.
- If you are taking a sample, please remember to record the sample number on the label.

SOUTH	
CH 2014	
Unit: 00000	
Find/sample: X 1	
Material: clay Figurine	
Initials/date:	
LG	2/8/14

SOUTH	
CH 2014	
Unit: 00000	
Find/sample: S 1	
Material: Archive	
Initials/date:	
LG	2/8/14

SOUTH	
CH 2014	
Unit: 00000	
Find/sample:	
Material: Animal bone DS	
Initials/date:	
LG	2/8/14

Examples of labels for finds and samples.

End of the day

- ALL finds must first be processed in the Finds Lab with the exception of Human Remains.
 - o Never let a specialist remove an artefact from the field without coordination with the Finds Lab
 - o Never take an artefact directly to a specialist lab.
- ALL Finds must be brought down from site everyday.
 - o Units which have been closed that day are to be handed over to the Finds Lab staff for processing
 - o Open units will be kept together and deposited for the night in the Finds Lab; they will be retrieved in the morning.
 - o Each excavation area must designate a person who will be responsible for bringing down the finds at the end of the day and retrieving the finds the next morning.
- X-Finds are to be handed directly to the Finds Officer. DO NOT leave them in the buckets.
 - o Please make sure you are aware of all X-finds from your area and that all are accounted for.
- Archive samples are to be placed in the designated crate.
- No finds should be left on site or in the Seminar Room
- Bring your finds down from site in buckets, not your pockets or bags. Please be careful to not place fragile objects at the bottom of the bucket.

Washing Guidance for Çatalhöyük Finds

Lab hours are from 5-7pm. Each team is responsible for washing their own finds. Your finds to be washed will be sorted and placed in crates.

All tubs, trays, toothbrushes, newspaper are in the Finds Lab. Always line trays with newspaper to help absorb the excess water. Make sure each unit has a label, use clips to secure them to the tray– it can get very windy. If it is too windy return the trays to the lab.

If you place more than one unit and material on a tray please be very careful to keep them distinctly separate to avoid cross contamination. **NEVER place two different units of the same material next to one another.**

Bone should only be washed using your fingers, **NOT A TOOTHBRUSH**. Never leave them in direct sunlight to dry as they can become brittle and break.

Do not wash shell, clay objects/figurines, charcoal and worked bone. If you come across a bag of one of these materials please give it to the Finds Officer.

Change your water regularly. Dirty water will not clean your artefacts!

Wet bags should be hung on the grid on the veranda by size.

Be courteous of others and keep a clear path on the veranda for others to walk.

Keep your work area neat and clean up should you need to, a mop is always out back of the kitchen.

Be aware of the time and leave yourself enough time to clean up before dinner.

Washing is not “social hour”. Please work efficiently as the washing WILL back-up.

14 RECOVERY PROTOCOL FOR GROUND STONE ARTEFACTS - Christina Tsoraki

A. Identification

Products of ground stone technology can be divided into three broad categories:

i) Unworked nodules (cobble or pebble sized ones), cores and waste by products (flakes –see Figure 1 or other pieces of stone that may not necessarily have clear flake characteristics such as bulb of percussion, platform).



Figure 1. Examples of flakes from ground stone production.

ii) Tools that have not been deliberately shaped prior to use which largely retain the form of the original pebble or cobble and have been modified only through use (Figure 2). As a rule, things to look out for during excavation are the presence of flattened surfaces which will result in a pebble/cobble looking 'unnatural', surfaces that are smooth and/or polished, battering/hammering/percussive wear on surface or at the ends of natural pebbles/cobble. Tools that commonly occur in this category include hammers, abraders, polishers, grinders [upper handheld grinding tools used in conjunction with a quern (i.e. lower grinding tool)]. The objects of this category due to their expedient character may be more difficult to identify and collect during excavation.



Figure 2. Example of pebble modified through use as a polisher

iii) Objects that have been deliberately shaped prior to use by hammering, grinding, polishing, drilling. This category includes objects that can be easily identified and

collected during excavation such as querns, mortars, pestles, stone vases, ornaments.

B. Recovery protocol

i) During excavation separate between unworked and worked stone and bag separately. All ground stone artefacts (i.e. tools, armbands, stone vases, flakes) should be bagged separately and be given an X-find number whenever possible. In cases where the artefact cannot be lifted from the ground and needs to be left in the trench in order to be removed at a later period, please avoid any action/contact that may create post-depositional wear on the surfaces of the object. For instance, avoid scratching the artefact with your trowel and rubbing tool surfaces. This can result in the elimination of existing use-wear on tool surfaces.

ii) Grinding tools (querns and grinders) both complete tools and fragments from floor assemblages/use-contexts should be kept for residue/starch/phytolith analysis. Sampling procedure: To minimise contamination of samples for residue analysis, remove the artefact from the ground with a trowel and place it straight into a zip-lock plastic bag (avoid rubbing the surfaces of the artefact with your fingers to remove dirt or scratching the tool surfaces using trowels). For larger sized items remove with clean hands and bag it, or, if that is not practical, lift it out but keep hands/gloves away from the use surfaces. During the collection of samples for residue analysis only powder-free gloves should be used – use of powdered gloves will result in contamination of samples with corn starch. If the objects are too large and cannot fit in a single plastic bag, use as many plastic bags as possible to wrap the tool. Avoid wrapping tools with cling film as this also contains starch and there is risk of contamination. TYVEC labels should be placed inside a smaller bag to eliminate any possible contamination. Material recovered from excavation should be bagged with adhering sediment. In addition, soil samples from the area around the object should be taken to act as a control sample. Soil samples (ca 25g of sediment) should be placed in zip-lock plastic bags and bagged together with the artefact. Tools kept for residue analysis should NOT be washed and the label on the artefact bag should say 'DO NOT WASH' to make sure that when the artefact gets processed at the Finds Lab, it will be left unwashed. When grinding tools are found in situ it is worth taking extra soil samples for residue analysis.

iii) Tools often bear on their surfaces evidence for residues from mineral processing (e.g., red colour staining from processing ochre, Fig. 3). When tools with possible residues are recovered, avoid unnecessary handling of the artefact and in particular avoid touching surfaces with visible residues (staining). Tools kept for residue analysis should NOT be washed. Follow the same recovery protocol as per sampling for starch analysis.



Figure 3. Example of a grinding tool with red colour staining from the processing of ochre

iv) In cases where ground stone artefacts (e.g., grinding tools, mortars) are found in situ, whenever possible, please make a detailed note regarding their position (tool surface facing upwards or downwards, other tools found nearby that may have been used together such as grinders and querns, mortars and pestles, etc). This will assist further interpretations about the function of the particular space/room etc (space used for storing tools or whether tools were in fact being used in this space).

Washing of ground stone artefacts

i) Rinse all ground stone artefacts under clean water. This should be adequate to remove any adhering soil on the surfaces of the objects. If necessary, use a soft brush and avoid scrubbing/rubbing surfaces for prolonged period of time. If gloves are used during artefact washing, then powder-free ones should be used, and no food should be consumed at the area where artefacts are washed. Even artefacts that have been washed could still be sampled for starch/residue analysis. Objects kept for starch analysis or those that are badly damaged (e.g., burnt) or look too frail should NOT be washed. The label on the artefact bag should say 'DO NOT WASH' (see above).

DIGITAL RECORDING INSTRUCTIONS

See separate instructions: Tablet Recording Workflow: Graphics.

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