**Metadata Required for Coding Sheets**

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| **Basic Information** | |
| **Status** | Stage of a resource’s lifecycle and how tDAR treats its content |
| *Draft* | The resource is under construction and/or incomplete |
| *Active* | The resource is considered to be complete |
| *Flagged* | This resource has been flagged for deletion or requires attention |
| *Deleted* | The item has been “deleted” from tDAR workspaces and search results and is considered deprecated |
| **Title** | If a formal title is given for the resource (as with a report) use this. If no title is supplied, the suggested formula is 'Content, Investigation Type or Site Name, Site Name or Specific Geographic Location'. |
| **Year** | Four digit year, e.g. 1966 or 1995. The publication year for a document or the year a photograph was taken. Otherwise, the year a resource was created. |

**Choose an Account to Bill From**

Select the billing account you wish to use. Must have a billing account set up.

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| **Dataset Creators**  Credit individuals and institutions for their contribution to the resource. Can enter multiple contributors. | |
| **Person** | Last name, first name, creator or analyst (select one), email (optional), institution name (optional). |
| **Institution** | Institution name, creator or analyst |

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| **Additional Citation Information** | |
| Language | The language that the document is in |

**Abstract/Description**

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| **Category/subcategory**  **\***if you would like to link this column to a tDAR ontology, make that selection here. This is important if you (or other researchers) intend to integrate this dataset with other datasets using the tDAR data integration tool. | |
| Architecture | Material, measurement, other, style type |
| Basketry | Count, design, form, function, material, measurement, other, technique, weight |
| Ceramic | Composition, count, design decorative element, form, measurement, other, paint, part, paste, residue, surface treatment, temper inclusions, type, variety subtype, ware, weight |
| Chipped stone | Count, form, material, measurement, other, retouch, type, weights |
| Dating sample | Date, error, method, other |
| Fauna | Age, anterior posterior, bone artifact form, breakage, burning, butchering, completeness, condition, count, cultural modification, digestion, dorsal ventral, element, erosion, fusion, gnawing animal modification, measurement, modification, natural modification, other, pathologies, portion proximal distal, sex, side, size, sprial fracture, taxon, weathering, weight, zone, zone scheme. |
| Figurine | Count, form, material, measurement, other, style type |
| Glass | Count, date, form, maker manufacturer, material, measurement, other, weight |
| Groundstone | Completeness, count, form, material, measurement, other, weight |
| Historic other | Count, date, form, maker manufacturer, material, measurement, other, weight |
| Human burial | Body position flexure, body posture, body preparation, burial accompaniment, burial container, burial facility, count, disturbance, facing, measurement, orientation alignment, other, preservation, type of interment |
| Human dental | Buccal lingual occlusal, chemical assay, count, cultural modification, dental pathologies, dental wear, enamel defects, maxillary mandibular, measurement, other, permanent deciduous, tooth (element) |
| Human Skeletal | Age, age criteria, articulation, bone segment (proximal distal), chemical assay, completeness, condition, count, cranial deformation, crematory burning, cultural modification, diet, disturbance, disturbance sources, element, epiphyseal union, fracture breakage, health, measurement, nonmetric trait, other, pathologies trauma, preservation, sex, sex criteria, side, weight |
| Lookup | Code, description, ID, label, notes, other |
| Macrobotanical | Count, other, taxon |
| Metal | Count, date, form, maker manufacturer,material, measurement, other, weight |
| Mineral | Count, form, measurement, mineral type, other, weight |
| Other | Date created, ID, index |
| Photograph | Direction, film type, frame, ID, other, roll, subject |
| Pollen | Count, other, taxon |
| Provenience and Context | Context, date, date created, depth, east, excavation method, feature ID number, feature type, horizontal location, identifier, inclusions, index, item slash, level, locus, lot, measurement, north, other, project, recovery method, sampling, screening, site, soil color, stratum, unit, vertical position, volume |
| Rock Art | Exposure, form, other, style, technology |
| Shell | Completeness, count, measurement, modification, other, taxon, weight |
| Storage | Box number, location, other |
| Textile | Count, design, form, function, material, measurement, other, technique, weight |

**Map to an Ontology**

You can map the coding sheet to an existing ontology, or create a new ontology to map the coding sheet to. This step is not required.

**Submit Coding Sheet**

Select how you will submit the coding sheet. You can submit manually, by entering coding rules into a text area provided, or upload an Excel file or CSV coding sheet.

*If entering manually:*

Please enter your coding rules in the text area below. Each line can have a maximum of three elements, separated by commas, and should be in the form code, term, optional description. Codes can be numbers or arbitrary strings. For example:

1, Small Mammal, Small mammals are smaller than a breadbox

2, Medium Mammal, Medium Mammals are coyote or dog-sized

If a code, a term, or a description has an embedded comma, the whole value must be enclosed in double quotes, e.g.

3, Large Mammal, "Large mammals include deer, antelope, and bears"

**Institution Authorizing Upload of this Coding Sheet**

**Institution**

**Individual and Institutional Roles**

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| **Person** | Last name, first name, contact (contact, contributor, field director, lab director, principal investigator, project director, landowner, sponsor), email (optional), Institution name (optional) |
| **Institution** | Institution Name, contact (contact, contributor, collaborator, landowner, sponsor, permitting agency, repository, prepared by, submitted to) |

**Notes**

Type/Contents (general note, redaction note, rights & attribution, administration note)