



# BERKSHIRE ARCHÆOLOGICAL SOCIETY

Patron: H.M. THE QUEEN

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## Policy for publishing BAS grey reports on the Society's web site

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### Background

During 2019 and 2020, the Study Group has been writing documents describing Roman settlements in areas of the Berkshire Region, while the Fieldwork Group has been writing fieldwork proposals and reports. To date these have been kept on the author's computers.

A recent analysis of the contents of these documents has shown that their authors have been striving for archaeological accuracy and as a result the reports are likely to appeal to people with an interest in archaeology

These reports are not aimed at the general public and are certainly not offered as teaching resources for schools or students.

### The policy

This policy proposes that the Society's working groups should publish their reports either as grey reports on the Society's website or as articles in the Berkshire Archaeological Journal.

### Presenting grey reports on the Society's website

It is proposed that the Society's website will have an area dedicated to the publication of grey reports. A published report will be in .pdf format; this ensures that the report can be read by people using a wide variety of digital devices.

Web searching software searches web pages which are typically .html files and will not search .pdf files. For this reason, at this time, access to each grey report will be via a web page, in .html format, which includes the following:

1. The title (as on the report)
2. The authors (as on the report)
3. Date of publication (as on the report, not the web site)
4. A summary of this contents – this may be an extended text aimed at the web site reader rather than the summary on the report, which is aimed at the report reader
5. Locations named in the report
6. Image or picture which characterises the report's contents
7. Search terms (key words)
8. A download button – to access the .pdf file

In archaeological circles, items 1-7 above are known as a grey report's meta-data.

In order to ensure the integrity of grey reports over time, copies of the pre-.pdf files (typically Word documents) used to create the .pdf files will be held in the Society's digital archive.

## Evolving grey reports over time

One of the reasons for publishing material as grey reports rather than as journal articles is that allows the material presented in the report to be updated as the archaeology described in the report changes over time.

Reports will be identified by their title and date of publication rather than version numbers.

## Submitting grey reports for publication

The Society's web master will create and maintain an area of the Society's website dedicated to the publication of grey reports.

Authors wanting to publish a grey report must submit to the Society's web master:

- their grey report as a .pdf file,
- a copy of the report in its pre-.pdf format, for example as a Word (.docx) file
- A Word document with the meta-data for the report (see above)

The web master will put the .pdf file on the website.

The web master will retain the pre-.pdf file and ensure it is included in Society's digital archive (see Digital archiving policy)

## Archaeological integrity of grey reports

Authors need to get their fellow workgroup members to read through their reports and thereby help to ensure archaeological correctness.

## Presentation of grey reports

Ideally, authors of grey reports should ensure that the presentation and bibliographic guidelines they use follow those used in the Berkshire Archaeological Journal (See the Journal's Presentation and bibliography guidelines (these guidelines are recorded in the second of the three documents which explain how to publish articles in the journal)).

Authors should get their grey reports proof read by someone other than themselves. The members of the Journal Editorial Board are more than happy to help with proof reading.

## Copyright of grey reports

Authors should include a copyright statement in their grey reports.

Most grey reports are either copyright the authors or, if the authors do not want to "own" the copyright, then they should name the copyright holder as being the Berkshire Archaeological Society.

Note: if a third party asks the Society permission to reproduce material from a grey report, the Society will only contact authors who are members of the Society at that time.

## Copyright of material presented in grey reports

Authors are responsible for getting copyright permissions for images and quotations used in grey reports. Authors need to do this before submitting a grey report for publication on the Society's website and to record the copyright permissions they have been granted, or sought without reply, in the Acknowledgement section of their report.

## Acknowledgements

If a team of people has helped in the production of a grey report, by writing material, doing research or field work, authors must include an Acknowledgements section which names the team members and recognises the contribution they have made to the work.

Authors should also include in the Acknowledgement section details of copyright permissions granted for images and quotations published in the report. This includes cases where authors have asked for permission and the copyright holder has not replied.

## Longevity of grey reports on the Society's web site

The main use of the Society's web site is as a communication channel to the Society's members and the public. Furthermore, the management of the website is by volunteers.

For this reason, although every effort is made to ensure that access to grey reports is maintained over time, this is not guaranteed and from time to time grey reports may be lost from the website.

Authors seeking a more permanent place for publishing their work should consider putting them on the Archaeology Data Service.

## The Historic Environment Records and the Archaeology Data Service

Fieldwork reports should always be sent to the Historic Environment Record for the area where the work was carried out.

Some reports may have regional or national significance and hence may be suitable for publication as an Archaeology Data Service grey report. One of the benefits of doing this is that it ensures the longevity of grey reports is maintained over time by a professional body which has been entrusted with thousands of items including all the Berkshire Archaeological Journals.

The Society is a registered user of the Oasis interface to publish grey reports on the Archaeology Data Service.