

## **NAS Part III Managing Archaeology Module**

### ***Achieving Publication***

#### **Aims**

This course will provide an introduction to the necessity for publication, the importance of good quality publication, the principles involved in planning your publication, and the skills needed for writing and for illustrating your project. The same principles apply whether one is aiming at print publication, electronic publication, or a public exhibition or PowerPoint presentation. There will be explanation and discussion of what is needed, in both general and specific terms, including planning during a project about what will be needed for a successful and useful publication, and ensuring that the right information and images are acquired during fieldwork and research.

The course is aimed at individuals undertaking the NAS Training programme, as well as amateur or professional archaeologists wanting to develop their presentational and/or writing skills.

#### **Course Outline**

- What is publication, and how an academic article or monograph differs from a basic archaeological report.
- Presentation skills.
- Writing skills.
- Copyright and referencing.
- Planning what images are needed, and taking care when producing and assembling them.
- The importance of clarity of thought and quality of presentation.

#### **Teaching Outcomes**

Students will have been introduced to the principles of good writing and illustration, given a range of useful practical help towards achieving clarity and user-friendliness in publication, and helped to understand what makes a good (or bad) publication.

#### **NAS Part III point allocation**

Managing Archaeology Module: 8 points Maximum

#### **National Occupational Standards for Archaeology Units**

Unit 1(AC1) Research and analyse information to achieve objectives

#### **Suggested Reading**

Have a good look at an article in a recent issue of *IJNA*, or any recent archaeological report or monograph, and study it critically, in terms of overall quality, presentation and general user-friendliness, and then in more detail at the quality of text and images. Make notes on what you like and dislike, what works and what does not, what could have been done better, and how. Bring it with you and present your

comments to the other students. Temporary access to the *IJNA* online will be provided for participants in the month prior to the fieldschool.

### **Course Timetable**

*(Times are approximate and subject to change)*

10.00 – 10.15	Welcome and introduction
10.15 – 11.15	What is publication? Writing for publication
11.15 – 11.30	Coffee break
11.30 – 1.00	Writing and presentation skills practical session
13.00 – 14.00	Lunch break
14.00 – 15.30	Illustrating your publication
15.30 – 15.45	Tea break
15.45 – 16.15	Illustration - how to do it and how not to do it.
16.15 – 17.00	Discussion