Mission Archaeology

<p align="center">**Database Format Examples**</p>

Instructions: The following format examples provide an overview of that specific format required of Specimen Forms, Field Catalog and Database entries, Field Notes, and related sources of information pertaining to the field investigations.

*Trinomial***: CA-MNT-233H** (California / Monterey County / Site 233H = San Carlos Borromeo del Río Carmelo) or **CA-SBN-1H** (California / San Benito County / Site 1H = Mission San Juan Bautista). Note: P-Numbers have recently been substituted for Trinomials in much of the US.

*Catalog***: 01964.00** [Five digits compose the main portion of the catalog number, and two digits to the right compose the subset number where needed].

*Unit***: n12w2, n6w38** [Use lower case letters for cardinal directions…place n (north), s (south), w (west), and e (east) before numbers for unit designations.

*Quad***:** NW1/4, NE1/4, SW1/4, SE1.4; or N1/4, E1/4, S1/4, W1/4. [Refer to field form, or use upper case letters for cardinal directions.

*Feature***: F1, F2, F4b** [Use upper case F as in Feature before actual feature number]

*Level***: 1, 1a, 1b** [Level 1 = 20 cm objective; Level 1a = 10 cm objective; Level 1b = 20 cm objective…etc.]

*Specimen Type***: Ceramic-Feather Edge Earthenware** or **Metal-Utensil** [Use database drop-down list terms only]

Specimen Codes: **BN** = Bone; **CH** = Charcoal; **CR** = Ceramic; **GL** = Glass; **GR** = Granite; **GS** = Groundstone; **LT** = Lithic; **ME** = Metal; **NL** = Nails; **OR** = Organic; **SH** = Shell; **SL** = Soil; **SS** = Siltstone; **ST** = Stucco; **TL** = Tile; **WD** = Wood].

*Material Type***: Ceramic** [Use database drop-down list terms only]

*Description***:** [e.g., Red Transfer Ware rim shard with floral pattern. Located adjacent bone handled fork.]. If unsure of description, please leave blank…use only most relevant key words.

Dates: **12/12/04** [Month/Day/Year]

*Excavator(s)***: John G. Doe** or **J.G.D.** [First use of excavators name should represent full name, and subsequent uses may be in initials…use at least three initials for first, middle, and last names]