ARCL3024 : A detailed study of a selected topic
(Informally known as, and hereafter referred to as, The Dissertation)

2016-17 - 1 course unit
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How to Use This Handbook

The handbook has two parts. **Part I** gives you all the information you need to know concerning how to choose a topic, find a supervisor, and get started on your research. It also provides advice on how to go about your research and how to write the dissertation and includes the duties of the Dissertation Supervisor, what is expected of each student, and the deadlines to be met. **Part II** has a section written by each Institute staff member who is able to supervise projects in the 2016-17 academic year. The descriptions of each staff member’s expertise will give you an idea of the range of topics that are possible.

**Dissertation Submission Date:**  
**Wednesday 3 May 2017**
# THE DISSERTATION TIMETABLE

<table>
<thead>
<tr>
<th>YEAR</th>
<th>DAY</th>
<th>DATE</th>
<th>TASK/EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second Year Term 2/3</td>
<td>As time is available in Term 2/3</td>
<td></td>
<td>Select general area of proposed dissertation, get advice from relevant staff and acquire a Dissertation Supervisor, who must sign your Green Form (see below).</td>
</tr>
<tr>
<td>Second Year Term 3</td>
<td>May 2016</td>
<td></td>
<td>Make an appointment with the Third Year Tutor to discuss your topic and your dissertation work programme for the summer and any fieldwork days that it might include. Sign up on Doodle. At this meeting you will submit the Green Form (available from outside Room 411A) with your dissertation topic and with the name and signature of your Dissertation Supervisor or Supervisors (it’s possible to have more than one supervisor and in fact it’s good to talk to different members of staff about possible topics).</td>
</tr>
<tr>
<td>Second Year Term 3</td>
<td>First three weeks of Summer Term</td>
<td></td>
<td>Discuss your timetable of summer work on your dissertation with your Dissertation Supervisor Fill out a fieldwork form if you intend to claim up to 3 weeks of fieldwork as part of your 70 days requirement. Collect blank Orange Form from outside Room 411A</td>
</tr>
<tr>
<td>Summer vacation</td>
<td>Three weeks or more work</td>
<td></td>
<td>It is recommended that you do at least three weeks of work on your dissertation research through the summer vacation. This work should relate to gathering field, museum, laboratory, archive, or literature raw data for your dissertation topic. We can discuss possible summer options when we meet in May.</td>
</tr>
<tr>
<td>Third Year Term 1</td>
<td>First Tuesday of term</td>
<td>27 September 2016</td>
<td>In addition to registering your course choices with the Third Year Tutor on this day, you should also submit your Orange Form to her (with a copy to your Dissertation Supervisor). This form is to be used to: summarise your summer vacation work on your dissertation list key texts that relate to your topic provide an outline of your thesis (which may have been modified since submission of your Green Form) How you plan to cover your topic.</td>
</tr>
<tr>
<td>Third Year Term 1</td>
<td>3rd-Year Weekly Review</td>
<td>Date and venue TBA</td>
<td>Compulsory Dissertation Talk. A register will be taken, and you will sign up for a 15-minute meeting to be held during Reading Week with your Third Year Tutor.</td>
</tr>
<tr>
<td>Third Year Term 1</td>
<td>Before Reading Week</td>
<td></td>
<td>Collect Pink Form from outside Room 411A (if you don’t already have one).</td>
</tr>
<tr>
<td>Third Year Term 1</td>
<td>Before</td>
<td></td>
<td>Sign-up for your 15-minute meeting with the Third</td>
</tr>
<tr>
<td>Term 1</td>
<td>Reading Week</td>
<td>Year Tutor if you have not signed up already on Doodle.</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Third Year Term 1</td>
<td>First half of term</td>
<td>Have regular meetings with your Dissertation Supervisor or Supervisors.</td>
<td></td>
</tr>
</tbody>
</table>
| Third Year Term 1 | Week before Reading Week | Prepare the Pink Form in consultation with your Dissertation Supervisor. The form should contain:  
- A short summary of your progress on your dissertation  
- A list of chapter headings or the planned format of your dissertation  
- Your Research Question |
| Third Year Term 1 | Reading Week | Your sign-up day  
15-minute meeting with the Third Year Tutor to discuss your progress. Please bring the Pink Form with you. If you could not find a dissertation supervisor or if you are having problems with your topic, this is the time to discuss it with the Third Year Tutor, who is prepared to help you get all this sorted with minimal stress! |
| Third Year Term 1 | Second half of Term 1 | Meet regularly with your Dissertation Supervisor(s)! By the end of Term 1:  
- You should have finished all fieldwork, also the majority of your data collection  
- You should have completed your literature review  
- If you are engaged in laboratory analysis you should have most of this completed |
| Third Year Term 2 | 3rd Year Weekly Review | Date & Venue TBA  
Compulsory Dissertation Talk by the Third Year Tutor to advise you on your dissertation presentation. A register will be taken. |
| Third Year Term 2 | First half of term |  
- Write a chapter for your Dissertation Supervisor to read (1,000 to 1,500 words)  
- Meet regularly with your Dissertation Supervisor  
- Prepare your Dissertation Talk |
| Third Year Term 2 | Friday after Reading Week | Submit the 1,000- to 1,500-word chapter(s) or written work (if not strictly speaking a chapter) to your Dissertation Supervisor. |
| Third Year Term 2 | On either side of Reading Week | A timetable will be circulated.  
Present a 10-minute Dissertation Talk followed by 5-10 minutes of questions. These will be organised by your tutorial coordinator who will be in touch on the presentation schedule for each tutorial group. |
| Third Year Term 2 | Second half of Term Two |  
- Arrange meeting with your Dissertation Supervisor(s) to discuss: the 1000-1500-word piece of work that you submitted; your Dissertation Talk; and your presentation skills  
- Continue writing your dissertation  
- Have regular meetings with your Dissertation Supervisor(s) |
| Third Year | Easter vacation | Complete the writing of your dissertation. Give yourself enough time to sort out any illustrations and tables, and check your work thoroughly. |
| Third Year Term 3 | First week of term | Get your dissertation bound (two copies). |
| Third Year Term 3 | Second working day of second week of Term 3 | Wednesday 3 May 2017  
Submit two bound copies of your dissertation to Judy Medrington (Room 411A) and upload your dissertation to Turnitin. |
The Dissertation Handbook

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‘THE DISSERTATION TIMETABLE’

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PART 1: GUIDELINES, ADVICE, AND DEADLINES

1. GUIDELINES

1.1 Course description
ARCL3024 is a compulsory 1 unit course for those registered for the BA or BSc in Archaeology, BA in Classical Archaeology & Classical Civilisation, BA in Egyptian Archaeology, BA in Archaeology with a Year Abroad and BA in Archaeology and Anthropology. It is undertaken in the Third Year by students registered for the above degrees (or the fourth year in the case of BA AWAYA students). The dissertation is written work that you submit toward the end of your Third Year. It is based on a research project that you initiate during the summer after your Second Year and continue to work on throughout your Third Year.

1.2 Course content
The dissertation is a 10,000-word document based on fieldwork, museum work, laboratory work, other forms of analytical work, or library/archive work (or any combination of these). The written account of your dissertation research is different from an essay—you are expected to develop a research question, outline aims and objectives, detail your methods and discuss your results. You are expected to apply your own critical judgement to your chosen research area and discuss your own ideas alongside the published ideas of others working in the same field. You will be guided in your choice of topic, in your programme of fieldwork or data collection, and in the writing up of your results by your Dissertation Supervisor, the Third Year Tutor, and the Dissertation Handbook. The 'Dissertation Timetable' provides an important framework for pacing your work and for scheduling regular meetings with your Dissertation Supervisor and the Third Year Tutor.

1.3 Course aims
The aims of the dissertation are to teach you:

- How to design an archaeological research project
- How to formulate viable aims and objectives
- How to collect data
- How to choose and apply appropriate methods of analysis
- How to schedule a research project
- How to work independently to a deadline
- How to present a brief talk on the subject of your research
- How to present your research clearly and concisely as a 10,000 word written report to a standard that would be expected for publication.

1.4 Choosing a topic
Your choice of a research topic will depend on a number of variables. Whichever research area you choose—whether it is based within a particular period and/or region, on a particular material or theme, based on library research, or on laboratory or museum work—you will need to ask two questions:

1) How do I define effectively and realistically what I want to do?
2) Which member of staff do I approach as a possible supervisor for my chosen topic?

For some of you, both questions will be easy to address because you have interests that closely match the research interests of a particular member of staff whom you already know through taking a course with that individual or through the information given in Part 2 (below). For others, one or both questions will take more time. This handbook is designed to help you make these decisions. However, you should also discuss your dissertation topic and choice of Dissertation Supervisor with your Personal Tutor. Part 2 of this handbook contains details (provided by each member of staff), concerning who will be available to supervise dissertations in the coming year.
These details include the supervision topics particular to each staff member, descriptions of possible individual projects, and what may be required of a student if he/she were to undertake a particular project. Further details such as fieldwork requirements, language skills and other prerequisites are also noted. Even if you are certain from the start about the topic in which you are interested and have decided which member of staff you wish to have as a supervisor, please take the time to read through the list. You may find you can draw on expertise from more than one staff member, or your topic may change at one point and it is a good idea to know where to find someone who can advise you. Also bear in mind that the specific projects listed are rarely carved in stone; they are listed to provide you with ideas. Most members of staff are willing to supervise a project addressing questions or materials related in some way to the topics listed.

Ethics
Any research undertaken by Institute of Archaeology staff or student should be designed and conducted in an ethical way and be compliant with existing Institute and UCL policy as well as UK law and international law, where relevant. Issues include how your research is funded, sourced, analysed and disseminated. The Institute of Archaeology takes ethics very seriously and has produced guidelines for Institute staff and students to adhere to; please look at the IoA ethics home page for an introduction to some of the issues (http://www.ucl.ac.uk/archaeology/research/ethics). You should also read the IoA policy regarding the illicit trade in antiquities (http://www.ucl.ac.uk/archaeology/research/ethics/policy_antiquities).

If your dissertation research involves collecting any data from human subjects, then you will need to receive IoA ethical approval before you can begin to collect any data. You may be using methods such as interviews, questionnaires, observations of people’s behaviour, or focus groups. You should first discuss your proposed research with your dissertation supervisor to develop an appropriate set of research questions and methods. Once you have a clear idea of what you want to do, read the Ethics Dissertation Guidelines website http://www.ucl.ac.uk/archaeology/research/ethics/dissertations_guidelines and follow the instructions for submitting a ‘Human Participant Research Application’ form. You will then be advised on how to proceed. Be aware that some research may also require additional ethical approval from UCL or external organisations, and that the approval process may take some time.

If you have any questions about the process, or ethics in general, you should contact the Chair of the Institute of Archaeology Ethics Committee, Rachael Sparks (r.sparks@ucl.ac.uk) for more information.

1.5 Defining your research project
Your research area may be defined largely by the courses you have chosen to undertake during the second year and are thinking about taking in the third year. Some of you will define yourselves by region—as Africanists or SW Asianists or Mesoamericanists—or by material—as ceramic or wood analysts, or perhaps bioarchaeologically as archaeozoologists or archaeobotanists. Some of you will be interested in public archaeology or cultural heritage. If this is the case, consult a member of staff whom you know has interests close to your own. Many of you will need more guidance. Most of the staff who contributed to Part 2 of the handbook have noted down potential projects. If any of these appeal to you then go to see the relevant member of staff. If no particular project appeals to you but you know the broad area in which you wish to carry out research, approach the member of staff who seems to have interests closest to your own. It will help if you have some experience of the region, period, material or topic with which the project or the staff member is concerned.

Not all Institute staff will be available each year to supervise undergraduate dissertations. Sometimes staff will be on sabbatical and others will have other teaching commitments. If a particular member of staff is not listed (or shadowed) in Part 2 of this handbook then he or she is not available for supervision this year. Please bear this in mind when making your choice.
Members of staff who are listed in Part 2 of this handbook may be approached at the end of the Spring Term of your Second Year to discuss possible dissertation topics (See Submitting the Green Form below).

One of the common problems encountered when undertaking research for the dissertation is that the topic chosen is too broad and turns out to require much more time than the third year allows. One of the skills that we expect you to develop while undertaking the first stages of your research is to design a project with a scope appropriate to the amount of research time you have available. Please discuss this matter with your Dissertation Supervisor.

1.6 Approaching a supervisor.
If a research area or project in which you are interested immediately suggests a certain member of staff, then make an appointment straight away. If a possible supervisor is not immediately apparent but you have an idea of what you want to do, then your first step might be to discuss your ideas with your Personal Tutor, who will then be able to suggest a possible supervisor; or, you can 'shop around' and discuss dissertation possibilities with one or more of the listed members of staff who share your research interests, and then decide.

If you are still have questions after following the above procedures, or in fact in any circumstance—for example, if you have no idea of what kind of topic you would like to explore—come to see your Third-Year Tutor and we can work on a strategy.

1.7 Submitting the Green Form (see ‘Dissertation Timetable’).
Once you have decided on a topic and have discussed your project with a supervisor, you are ready to fill in the Green Form (Appendix 1), which is available from the rack outside Room 411A. The form requires a brief description of the research topic you wish to undertake and the signature of a supervisor to say that he or she is willing to supervise the project. Once you have the Green Form filled out, bring the form to Corinna at your appointment in May. A Doodle schedule will be set up for these appointments and will be available when you return at the beginning of Term Three.

1.8 Taking advice from your supervisor and the nature of supervision
Different types of project require different types of supervision. Dissertations that are focused on artefact analysis or laboratory work, for example, may require more intensive supervision than those based on library research in a case in which the student is familiar with the topic. If you feel that the project you wish to undertake will require more than the normal or expected amount of contact, for whatever reason, then this must be agreed with your supervisor before you embark on the research. Students should expect to see their supervisor for up to one hour every two weeks during term time. It is your responsibility as well as the supervisor's to ensure that you see each other to discuss your dissertation at regular intervals.

Your Dissertation Supervisor is responsible for:
- Helping you to choose a research topic that is achievable within the time frame
- Guiding you in finding literature on your chosen topic
- Helping you to set goals for what you can achieve during the summer period prior to the start of your Third Year (Orange Form)
- Advising you in your writing of the dissertation outline and in coming up with a Research Question (to be included on the Pink Form by Reading Week of Term 1, Third Year)
- Providing guidance for your dissertation talk to be given during Term 2, Third Year
• Regularly (e.g., once every two weeks during term) discussing the research with you
• Advising you and answering your questions
• Reading and commenting on a sample chapter (1,000 to 1,500 words) or other body of writing from your dissertation due on the Friday after Reading Week in Term 2.
• Reading and commenting on additional written work which you may wish to submit.

It is important to remember that your supervisor may not be available during the vacations. You should check this, particularly if you think you may want advice during the Easter vacation of your final year (the dissertation is handed in at the beginning of the second week of the Third Term).

What is expected of you
You are expected to make appointments with your supervisor to discuss your project. If you do not keep an appointment or fail to make appointments, you run the risk of falling behind with your work and hence compromising your mark.

1.9 Having more than one supervisor
If a project bridges the research interests of two members of staff then it is possible to have both staff members as dissertation supervisors. An example would be a project that examines a faunal assemblage from Africa in which case Louise Martin and Kevin MacDonald would be the expected joint advisors. Procedurally you need to choose one of them as your principal Dissertation Supervisor and the other as a subsidiary supervisor. Please discuss this with both of them so that both supervisors know their respective roles.

If you are happy having just one main supervisor but feel that you need to discuss your research with others within the Institute, this is encouraged. It is a good idea to let your primary supervisor know that you are discussing your research with another staff member; or, if you want more feedback but do not know whom to contact, your primary supervisor can help you. If you want to discuss your research with someone outside the Institute, please let your supervisor know before you do this. Your supervisor may wish to approach this person before you do or may give you a letter of introduction. Also, the person outside the Institute needs a contact within the Institute for administrative and other purposes.

1.10 Workload
The dissertation is valued at 1 course unit and carries a total workload of approximately 350 hours. This workload includes all time spent in discussion with your supervisor, time spent in the library or at home reading and time spent word processing. It also includes the time spent collecting data whether you are in the field, museum, library or laboratory. It is your responsibility to schedule your time so that you spend the right proportion of the workload on each of these different things. You are advised to discuss this with your supervisor. This is particularly important when you are setting up your project and when you are writing up your dissertation.

1.11 Dissertation talk
During the Spring Term of your Third Year, you are asked to give a short presentation on your research topic. This should be 10 minutes in length (followed by 5 minutes of questions and discussion) and should be accompanied by a powerpoint presentation. You should discuss your presentation with your supervisor during the first half of the Spring Term. More information about the presentation is given in Appendix 6. This talk is not assessed but failure to give the talk without an acceptable explanation will result in a 10 percentage point reduction in the final mark of your dissertation.
1.12 If you have a problem with your dissertation

Problems can arise at any point in the research and writing process. Access to research material, experiments going wrong, a supervisor who is hard to locate, external factors affecting your work or even a mental block are all possibilities. Your first port of call is your dissertation supervisor but if you would like another point of view or need immediate advice and cannot find your supervisor, then either your personal tutor or your 3rd-Year Tutor will try to help solve the problem.

2.1 Scheduling your research

A dissertation is time-consuming to produce; it involves time spent with your supervisor, on the project (in the field, laboratory, or library), in writing and synthesising your results and otherwise preparing the dissertation for submission.

There are four deadlines in your Third Year (see deadlines below and ‘The Dissertation Timetable’) that will help you to structure your work schedule.

1) The first deadline occurs in the first week of Term 1:
   - On the second day of this week, register your course options with me.
   - At the same time hand in your ‘Orange Form’ to me on which you summarise your summer work on your dissertation topic.

2) The second deadline occurs during Reading Week in Term 1, when you meet with me to discuss dissertation progress:
   - Obtain the Pink Form in advance from outside Room 411A.
   - Fill out the form (brief description of your dissertation and a statement of progress to date) in consultation with your Dissertation Supervisor.
   - Submit the form to me on the day.

3) The third deadline is on the Friday after Reading Week in Term 2:
   - Submit a chapter of your dissertation (or some form of written work) to your Dissertation Supervisor.

4) The fourth deadline is during Spring Term.
   - Present your work at the Dissertation Talks (schedule to be arranged).

You should try to complete all fieldwork by Reading Week of the Autumn Term. If you are collecting data by the examination of material or artefact assemblages, or by a literature survey in the library, you should aim to have most of your data by the beginning of the Spring Term so that you can begin analysis. You should aim to write up your dissertation during the Spring Term. The final preparation of the text, the list of references cited, the illustrations, captions for illustrations, table of contents as well as binding are time consuming and you must take care to leave sufficient time toward the end of the Easter vacation to complete these tasks. This always takes longer than you anticipate!

You must think carefully about scheduling your dissertation research alongside other course work. This is especially true towards the end of both the Autumn Term and the Spring Term when deadlines for other course work tend to fall. You are strongly advised to discuss scheduling your overall workload in your third year with your Personal Tutor.

If you find that your dissertation research is conflicting seriously with work for your other courses, it is advisable to talk to your personal tutor and dissertation supervisor about help in prioritising commitments or organising deadlines in order to avoid a crisis.
2.2 Getting started
Preliminary work should involve not only reading around the topic but looking at past dissertations in the library. Try to find dissertations written on a similar or related topic. Look critically at such dissertations to see how they are organised, illustrated, etc. There is no set way to present a dissertation and reviewing other dissertations will help you to decide on an approach you prefer. Please consult your supervisor or the Third Year Tutor if you wish to see examples. Remember that earlier dissertations are uncorrected (corrections and comments are noted on a separate form) and are not guaranteed to represent good practice.

2.3 Gathering information
You can obtain day tickets to other University of London libraries from the Institute Library. The Library staff will also be able to advise you on obtaining access to non-University libraries.

If you need to work elsewhere (e.g. to examine a particular museum collection) or to contact a specialist in the material you are studying, you should ask your supervisor for a letter of introduction.

If you use the services of other institutions (museums, libraries, etc.) you should take care to comply with their rules and respect the staff and other researchers in such institutions. You should also acknowledge their assistance in the Acknowledgements sections of your dissertation. It is often advisable to report your results or to such institutions (such as museums).

2.4 Taking notes
You are advised to adopt a systematic method for taking and organising notes. A dedicated notebook or binder with dividers works well. Some people like index cards. Or you can use a laptop in which you can store information under a variety of folders and files under a major dissertation folder. An example of how information can be divided (computer, cards or notebook):

- References
  - This category covers all the bibliographic information from the sources you use.
  - If you enter the information on computer:
    - You can set up a table with the author’s name in the left column, and you can then sort the sources alphabetically.
    - Some people have bibliographic programs such as EndNote, which sorts bibliographic information according to various categories. EndNote has a bit of a learning curve in setting it up.
    - I simply set up a References Cited section on my computer right from the beginning and enter ALL the sources from which I am taking notes in correct bibliographic format right from the beginning. It seems like a lot of work, but in the end, it is easier to delete the sources you haven't used than to have to run back to the library to get source information you forgot.
  - If you use index cards, use a card for each source and a separate colour for all your reference cards.
  - If you use a notebook or binder, keep a separate section for your reference information. Consider using a separate colour for these pages.
  - In all the above cases, though, you need also to remember to write the source information (journal article or chapter in a book or book title plus publication information) at the head of each section of notes you take when you read from the source (see next section).
• Reading notes
  o This category contains all the actual notes you take from your readings.
  o MAKE SURE TO KEEP TRACK OF PAGE NUMBERS.
  o Whether you use a computer or index cards or a notebook, sometimes the easiest way is to create a left-hand column and use only that column to write the page number from which your notes or quotes derive. Whether notes or quotes, you need the page number!
  o Also make sure to develop a system (as referred to above under 'References') of consistently recording where the information you are collecting is from. Some people number their sources when they write them on index cards and just use the number when they take notes. I myself write out the source information at the head of my notes, computer or paper, every time, just to be sure.
  o You can also photocopy the title page and copyright page of the sources you read. If it's an on-line journal or on-line source, you can download or print the information.
• Sources to consult
  o As you are reading you sometimes come across the name of a source you would like to consult.
  o Keep a separate file on this. It can be another computer folder/file; or index cards of another colour. Then they will be easy to locate and you can check them off as you read them.
• PDFs or downloads or photocopies of original articles
  o Whether you are using a computer or a binder or simply taking notes on paper, you should keep all original articles or material in a separate section, perhaps under subject headings that have some meaning for you.
  o These can be downloaded from a computer or photocopied and put in a binder or folder.
• Figures, Maps, Tables
  o You might want to keep photocopied figures, maps, etc. in a separate folder.
  o These can later be adapted for your own use.
  o Make sure to record the sources that the figures and/or tables are from in your References category. RECORD THE PAGE NUMBERS!

The above is obviously just a guide and you will develop your own system. The more methodical you are from the beginning the easier it will be to write your dissertation in the spring term.

2.5 Taking references

Recording source information onto index cards or in a computer file, as noted above, simplifies the compilation of the References Cited section of your dissertation. Although the term 'Bibliography' is sometimes used for this section, a bibliography can include sources which you may have consulted but did not ultimately use in your dissertation. In the case of archaeology, all sources cited in the text must appear in the References list at the end, and all the references listed must refer to sources cited in the body of the text.

You should be careful to record references accurately (INCLUDING PAGE NUMBERS) in order to avoid having to check sources during the final stages of your dissertation. As noted above, it is a good idea to begin assembling the References Cited section from the start of your research. You can always delete sources you did not use, and setting down the information at the beginning will save time in the end.
Accuracy in compiling and presenting bibliographic information will be considered by the examiners. Details of the format of citing references are given below.

2.6 Laboratory work
Some dissertation projects will involve practical work undertaken in one of the Institute's laboratories. If so, make sure that you take appropriate options in your Third year. Discuss this with your supervisor at an early date to identify the skills or training you will need to carry through the work so that effective arrangements can be made. In some laboratories work spaces and pieces of equipment have to be booked in advance and at some times during the year, the waiting list for the use of equipment can be several weeks. Please discuss this with your supervisor before embarking on a project that relies on the use of specific pieces of equipment. You are advised to begin any aspect of practical work early in your third year and preferably during the summer between your second and third year. Discuss with your supervisor the availability of laboratory space and equipment during vacations. It is likely that you will need some supervision while working in a laboratory, even if it is only at the beginning when you need to be shown how to use equipment. You will also need to be aware of proper safety procedures. You will have to read and sign a risk assessment form. Please ask your supervisor to discuss this with the Departmental Safety Officer.

2.7 Fieldwork
If your project relies on data collected in the field, you are advised to complete data collection before the beginning of the Third Year. Please discuss with the Institute's Fieldwork Tutor, and with me, whether fieldwork undertaken for your dissertation can count toward your 70 days fieldwork requirement. Normally it is possible to use up to 3 weeks of your 70 days fieldwork requirement toward your dissertation research. You will not be able to undertake extensive fieldwork during term and you are expected to be in college during both Reading Weeks. Your fieldwork may be part of a broader excavation programme. You will need to have permission from the project director to use data from the project.

Museum work
If you are using material in one or more museums you will probably need to ask your supervisor to make contact with the curator of the collections before you begin the work. Contact must be made early, as your access to the relevant materials will need to be fitted into their schedule. Bear in mind that you will have to work within the working hours of the museum and that you should abide by the rules and regulations of that museum. You must be sure to acknowledge the Museum and any of its staff who provide you with assistance. This is especially important if you are working on a project initiated by a museum staff member—the research project creator must be acknowledged not only in the dissertation but in any presentations, including the Dissertation Talk. Discuss these issues with your Dissertation Supervisor. It may be appropriate to provide a copy of your dissertation to the museum when you have finished.

2.8 Use of the Institute's photography laboratory and photographic equipment
If, after discussion with your supervisor, you decide that you need to use the Institute's photography facilities (see section illustrations and captions below) you should consult Stuart Laidlaw.

2.9 Using UCL computer facilities
Undergraduate computing facilities are provided by the UCL’s Information Systems Division through their centrally ‘managed’ computers, which are located in public cluster-rooms throughout the college. You will have been given an account to use college computing facilities
when you registered as a student at UCL. The Institute has two public cluster-rooms, one on the first floor and one on the fifth floor. These two cluster-rooms, and most others, contain PCs although there are also a small number of Apple Macintosh rooms elsewhere within the college.

All problems and questions relating to the use of these facilities should in the first instance be directed to the ‘Help Desk’, located in the DMS Watson library, on internal phone extension 25000 or email http://www.ucl.ac.uk/isd/common/servicedesk

The managed computers contain a large selection of software that should meet your needs for your dissertation. You were given the opportunity for some introductory training in word processing and spreadsheet use from Institute staff during your first term. The college also provides documentation and manuals outlining the use of all software on managed machines, which can also be obtained from the Help Desk. Scanning facilities (for inserting pictures into text) are also available; contact the Help Desk for details.

The location of all college public cluster-rooms (and how to book time on a computer) can be found at the following web address: http://www.ucl.ac.uk/isd/

2.10 Using specialised computing facilities

While the college facilities meet the needs of the majority of Institute users (staff and student alike), there are instances when specialised software is required for specific research purposes. For these reasons, the Institute has a computer laboratory equipped with machines that run specialised software not available on the managed service. This includes: Geographic Information Systems, mapping and spatial analysis packages, computerised cartographic tools, software for digital image analysis and manipulation, photogrammetric software, and statistical packages. The Institute’s Photographic Laboratory also has a facility for digital image capture and manipulation. Your research, particularly within the context of your dissertation, may necessitate the use of some of these facilities. As demand for the limited number of computers and equipment in the computer laboratory is particularly high, you will need permission to use this facility. If you think you may require specialised software and hardware, you should contact the Institute’s Computer Officer to discuss your research needs. Note that this should usually be done by the end of the summer term of your second-year, so that appropriate time can be found for any necessary training in the software and equipment you may require.

2.11 Advice on preparation of the dissertation

Preparing the text and using word processing

An important aspect of the writing of the dissertation is the training it provides in the production of a paper to a standard suitable for publication. You should look critically not just at earlier dissertations but at articles in reputable periodicals to see what level of presentation is required. Notice particularly the way the text is organised, the way in which tables, illustrations and references are used, how the tables are laid out, and the standard of plates and line drawings. You are encouraged to prepare your dissertation yourself on a word processor. Whatever sort of printer you use, the text should be clear and of ‘letter quality’.

- Save your work frequently (e.g., every 10-15 minutes or so)
- Work on the hard disk, not on a CD or memory stick
- Always make a back-up copy onto a CD or memory stick whenever you finish a typing session
- For extra security, make two copies on separate disks and keep them in different places
- Don’t keep CDs loose in pockets, handbags, etc, since this can damage them. Buy a disk storage box.

Failure to follow one or more of these rules has led to large amounts of text being lost by
students, amounting to a whole dissertation in some cases. Your dissertation is YOUR responsibility - look after it well.

For students who are unable to type their own dissertation due to disability, please consult Judy Medrington.

**Length - what is and what is not included in the word length**
The word limit for the dissertation text is **9,500-10,500 words**. This excludes title page, contents page, lists of figures and tables, abstract, preface, acknowledgements, tables, captions, appendices, in-text citation and references. However please read the sections on *illustrations and captions* and on *appendices* below. As stated in the first of these sections, **there should be no more than 20 pages of illustrations**.

Penalties will only be imposed if you exceed the upper figure in the range. There is no penalty for using fewer words than the lower figure in the range, provided the material is adequately treated: the lower figure is simply for your guidance to indicate the sort of length that is expected. If you think that your dissertation will require much less than this maximum, you are advised to discuss the matter with your dissertation supervisor.

**TWO copies of your dissertation must be produced and handed in.**

**2.12 Presentation and format of the dissertation**
The dissertation should be presented in a form generally suitable for publication in an archaeological journal such as *Antiquity* or the *Journal of Archaeological Science*. The standard of presentation should be high with particular emphasis on neatness, relevance and organisation of material, and suitability of illustrations.

**Organization and layout**
The text should be on A4 (210 x 297 cm) paper, it should be at least **one-and-a-half-line-spaced** and there should be a **3.5 cm margin on the left side** (to allow extra room for binding) and a **2 cm margin on the right side** of each page (see also below *Printing, paper weight and binding 3.2*). It may be printed either single or double sided.
The following should be included:
Title page (giving all the details set out in Appendix 1 at the end of Part I)
NB: on the Title page, **your student code**, NOT your name should be added.
Abstract
List of contents
List of illustrations
Preface (optional)
Acknowledgements
Text
Appendices (optional)
Bibliography.

**The abstract**
A brief summary *(not exceeding 200 words)* of the topic, and of the results and conclusions, must be given on a separate page headed 'Abstract', following the title page.

**The preface**
The preface is an optional element but it can be useful in conveying to the reader explanatory
comment that one might express orally if one were delivering the dissertation in person. It is an opportunity to describe informally, and to justify those aspects of the topic, which the dissertation attempts to cover, and those aspects that it does not. It may also be useful to use the preface to explain to the reader the rationale behind the organisation of the dissertation. It would be acceptable to describe the approach and context of each of the chapters if this might be of assistance to the reader in assessing the dissertation.

Acknowledgements
Any help or information received from your supervisor or anyone else must be fully acknowledged.

Text
Your text should be divided into chapters. There should be an Introduction, structured chapters and a concluding chapter. It is important to order your text in a logical manner so that any arguments and discussions that you present can be followed through from beginning to end. Make sure that in your introduction you make your aims and objectives clear, outline your study area, state the main questions that you address in the dissertation, and demonstrate how these fit into a broader archaeological context. You should demonstrate early in your dissertation that you are familiar with the published literature concerning your topic. If you have used any specific laboratory or field methods these should be discussed. The presentation of any evidence (in whatever form) should precede discussion of it. Make sure that within your discussion there is a clear distinction between fact and hypothesis. Conclude by returning to the aims and objectives set out in the introduction by addressing each one. The chapter by chapter organization of your dissertation should be appropriate to the discussion and analysis of your topic.

Every page of the text should be numbered including the pages with illustrations alone and the References Cited section. Footnotes should be avoided; large quantities of numerical data should not normally be included (see presentation of tables of data below).

In special circumstances, it may be possible to accept a dissertation that is not presented in this manner, but any variation (such as more than 20 pages of illustrations) must be agreed in advance by application, through your Dissertation Supervisor, to the Chairman of the Boards of Examiners in Archaeology.

2.13 Checking the text
It is most important to allow enough time to check the typescript thoroughly for errors, particularly in the spelling of archaeological and scientific terms and in the presentation of the bibliography. If your word processor has a spell check facility, use it, but do not rely on it to catch everything.

2.14 Quotations and citing literature
If you include the actual words used by another person (whether from published or unpublished work), the passage must be given in quotation marks and a proper reference made to the original author’s work, including the number of the page(s) from which the quotation was selected.

When bibliographical references are made in the text, the Harvard system of in-text citations should be used. The reference is inserted at the relevant point, it is given in brackets and includes the author’s name, date of publication and page, e.g.: (Fleming, 1976, 131 or Fleming 1976: 131). Should more than one publication be listed in the same year for a particular author, these must be distinguished both in the in-text citations and in the references cited section by adding a, b and so
on, e.g.: (Fleming, 1976a, 131).

Many students choose a topic that builds on work completed by previous students and which has been written up as their dissertations. In such cases it is essential to read such dissertations—your supervisor will usually have a copy—and cite this as previous work in your dissertation. You will need to get permission from the Head of Department to cite a past dissertation.

2.15 Illustrations and captions
There is no obligation to illustrate your dissertation; most students choose, however, to use illustrations of one form or another. The correct use of illustrations in your dissertation is likely to increase your mark. Because of this it is important to think carefully about how to illustrate your dissertation. The guidelines below may be of some help:

- There is more than one way of illustrating an object. Weigh up the pros and cons of using both line drawing and photography.
- When producing line drawings, you must draw them to a suitable size with the right width of line and size of lettering to allow for successful reduction (if necessary).
- Location maps are often improved by having an inset regional map to show the location of the main map.
- Label maps well but do not make them too cluttered.
- Make sure that diagrams, especially of bits of equipment, are well labelled.
- Make sure that photographs of landscapes or sites clearly show features that you are trying to illustrate; an arrow pointing a feature out can help.
- Photographs taken using microscope equipment, especially scanning electron micrographs, usually require an arrow to point out the relevant features. This is usually better than trying to describe the location of a feature in a caption.
- Make sure that all illustrations have a caption and that the caption helps the reader to understand what the illustration depicts and its relevance to the text.
- Make sure that all illustrations are referred to in the text in numerical order and that they indeed occur in this order.
- Make sure that all your illustrations are relevant to the topic under discussion—an irrelevant illustration, however well presented, can result in a lower mark.
- If you adapt an illustration from a source (copy it but change it slightly to suit your purposes), make sure to include a source citation. It is usual in these cases to write, for example: (Adapted from Fleming, 1954, figure 10, 23).

You may use up to 20 pages of illustrations. This does not include tables or graphs but does include maps, all photographs and line drawings (whether these are computer generated or not), all diagrams including flow diagrams and all reproduced illustrations from published or unpublished sources. If you need to use more than 20 pages of illustrations then you should ask your Supervisor for permission. Illustrations do not have to be scanned in or have text wrapped around them. Photographs and other illustrations may be glued onto the page but please make sure that the illustration will stay glued so that the examiner sees it in the right place.

You may choose to have the illustrations spread throughout the text or you may wish to have them together at the end of the text, before the References Cited section. If you refer to your illustrations in different places throughout the text it is probably best if you put them at the end so that the reader can locate them easily. If each of your illustrations is only referred to once or twice then the former is more appropriate.

Captions to illustrations should contain sufficient information to inform the reader of what is
illustrated and how it is illustrated including, in some cases, technical information (e.g. type of microscope and magnification, or if the image is generated digitally). More information than this should be included within the text where the illustration is referred to. Captions do not count toward the overall word count of the dissertation; however, you may lose marks if you place information that should normally be included within the text only in a caption to an illustration.

**Use of published illustrations**
If you use photographs or photocopies of illustrations produced by another person you should acknowledge the author and give a reference to the published (or unpublished) source in the caption using the Harvard system. If you redraw a diagram or line-drawing following one produced by another person, this also must be fully acknowledged. An example would be: (after Jones 1969, fig 17, 22) or (modified from Jones 1968, Figure iv, 23).

**2.16 Presentation of tables of data**
If your dissertation is based partially or wholly on the analysis of numerical data then it is important that you present the data to back up any conclusions that you draw. However, you should not put lengthy tables of raw data in your text. Use the results section of your dissertation to present summary tables and other forms of charts and diagrams (bar graphs, pie charts and so on) to show how your data support the conclusions you have drawn from them. Tables of raw data may be put in an appendix if necessary (see appendices below).

**2.17 References Cited**
A list of the sources you have cited in the text, in captions, or in tables should be included at the end and should include information about both published and unpublished works. The information should be listed alphabetically by the names of the authors or editors and should not be subdivided in any way (e.g. by chapters or topics). All books, papers, chapters of books and other sources of information cited in the dissertation should be included in the list of references. All published and unpublished articles listed in the references cited section should have been cited in the dissertation. It is important to make sure that the format of the References Cited section is consistent and that all elements of each bibliographic reference—author / editor, date, title, place of publication, publisher, volume number, page numbers and so on—are present. Checking the bibliographic information in the references is important—mistakes in format and content will reduce your mark for your dissertation.

A brief guide to the form which the References Cited section should take is given below. If you require further information, please consult *Signposts for archaeological publication* (CBA, 3rd edition, 1991), available in the Institute Library (shelf reference INST ARCH AL 30 COU).

**For books:**
Author, Initials, Date. Title (italics). Place of publication: Publisher. For example:


**For chapters or articles in books, collected papers, conference proceedings etc.:**
Author, Initials, Date. Title of chapter or article, in Initial and Name of editor (followed by ed. or eds), Title of book (italics), Page numbers. Place of publication: Publisher.

Remember that if you use a chapter in an edited book or a paper in an edited volume, you need to list the reference alphabetically by the name of the author of the chapter or paper, not by the
name of the editor(s) of the book. For example, if you have read the paper on coins by D.F. Allen in the volume edited by Hill and Jesson, the reference should look like:


Or if you read the paper about chocolate imagery in art by David Seaman:


*For conferences or collected papers:*

Editor, Initials (followed by ed. or eds), Date. Title of volume (italics). Place of publication: Publisher. But use this format only when you mean to refer to the entire volume. For example:


*For articles in periodicals:*

Author, Initials, Date. Title of article, Name of periodical (italics), Volume number (bold), Page(s). For example:


*For unpublished material:*

Care should be taken to provide all the relevant information and to be consistent throughout. The word 'unpublished' should be included. For example:


*Internet publications:*

All internet publications are cited as if they were hard copy, i.e. by author's name and date in the main text and full citation in the references cited. You should also indicate the date on which you retrieved the information, as web-based information is prone to change. If there is no date information provided as to when the text was written then cite the present year but be sure to also include the date retrieved. You will find some examples below. If you wish to quote verbatim from one of these sources you should indicate section or paragraph numbers if these are possible, e.g. (Bernal 2000, ¶ 5) for a quotation drawn from the fifth paragraph of this essay [note that the ¶ can be placed using the ‘insert symbol’ command in Microsoft Word].

*For a paper/essay available on-line but not in a publication:*

Web: http://www.ucl.ac.uk/archaeology/events/conferences/enco/Africa/Bernal.htm

For an informative website, with information as straight text and/or illustrations, the citation is the same minus reference to the conference:

If you use an on-line database you should indicate the web address of its entry page, and indicate when information was retrieved and what keyword or other parameters were used in your search. If you wish merely to refer the reader to a site of general interest or relevance, and not to any specific material on that site, you can cite the web site’s home page in your text; for example you might write:

Links and information about the antiquities trade can be found on the Web site of the Illicit Antiquities Research Centre, Cambridge (http://www-mcdonald.arch.cam.ac.uk/IARC/home.htm)

2.18 Appendices
Appendices to your dissertation do not count toward the total word length. However this does not mean that an appendix can be used to contain additional material central to the topic under discussion that could not be fitted into your dissertation because of the word limit. An appendix is not another main chapter. Examiners are not expected to read appendices so your argument should not depend on them doing so. Appendices should be used to contain material that is not essential to your argument in the dissertation, such as reference information or additional data referred to in the text but either tangential to the main topic, or lengthy and likely to break up the text in an undesirable way. Diagrams of equipment, calibration tables, and lists of museums or laboratories from which material has been borrowed or studied are examples of likely appendices. Lengthy tables of data, from which summary tables have been drawn and presented in the text, can be put in an appendix for reference; however, tables in the text may be sufficient. You should discuss this with your supervisor.

2.19 Plagiarism
Your attention is drawn both to the Institute statement on plagiarism issued at the start of the session and to the following statement from the College Registrar regarding plagiarism:
'You are reminded that all work submitted as part of the requirements for any examination of the University of London must be expressed in your own words and incorporate your own ideas and judgements'.

Plagiarism—that is, the presentation of another person’s thoughts or words or ideas as though they were your own—must be avoided, with particular care in coursework and essays and dissertations written in your own time. Direct quotations from the published and unpublished work of others must always be clearly identified as such by being placed inside quotation marks, and a full reference to their source must be provided in the proper form. Remember that a series of short quotations from several different sources, if not clearly identified as such, constitutes plagiarism just as much as does a single unacknowledged long quotation from a single source. Equally, if you summarise or paraphrase another person’s ideas or judgements, you must refer to that person's publication in your text, and include the work referred to in the References Cited section at the end.

Failure to observe these rules may result in an allegation of cheating. You should therefore
consult your tutor or course director if you are in any doubt about what is permissible.

3. DEADLINES AND RELATED MATTERS

3.1 Deadlines for forms and written work during Term 1 and Term 2 of your Third Year

- On the second day of Term 1 (Autumn) when you see the Third Year Tutor to make your course choices you should give her your Orange Form with an outline of your summer’s work on your dissertation and the proposed title of your dissertation.
- By 5 pm on the Thursday before Reading Week in Term 1 (Autumn), an update of your dissertation progress (to be attached to or pasted onto a Pink Form) must be submitted to the Third Year Tutor. Please discuss the contents of the form with your Dissertation Supervisor before submission.
- By 5 pm on the Friday after Reading Week in Term 2 (Spring) you should have given to your supervisor a piece of text (1,000-1,500 words), perhaps one chapter or two shorter chapters of your dissertation, for comment and discussion.

3.2 Submission

You should submit two bound copies of your dissertation to Judy Medrington by 5pm on the second working day of the second week of Term 3, in the Summer Term.

A form certifying that the work submitted is your own and that any quotation or illustration used from the published or unpublished work of other persons has been fully acknowledged must be submitted with the dissertation. This form is available from Judy Medrington and students are warned that they are required to sign it.

Printing, paper weight, and binding

Dissertations should be printed at no less than 1.5 line spacing and in a script size of no less than 11 point. The print font should normally be Times New Roman, Arial or Calibri. The text, and where possible the illustrations, should be printed on a paper weight of 80 g/m2. It may be printed single or double sided. Dissertations should be bound using the comb-binding system and should have an acetate cover on the front (so that the title page can be seen). The University of London Union in Malet Street offers such a service at reasonable rates.

Turnitin

You must submit the whole of your dissertation, including all images and bibliography, to Turnitin by midnight on the submission day. You will be given the Class ID at the beginning of Term 3. Note that Turnitin will not be used to check your wordcount.

3.3 Extensions

New UCL-wide regulations with regard to the granting of extensions for coursework have been introduced with effect from the 2015-16 session. Please note that Course Coordinators are not permitted to grant extensions. All requests for extensions must be submitted on a new UCL form, together with supporting documentation, via Judy Medrington’s office (room 411a, email j.medrington@ucl.ac.uk) and will then be referred on for consideration. Please be aware that the grounds that are acceptable are limited.

Full details are given here http://www.ucl.ac.uk/srs/academic-manual/c4/extenuating-circumstances/grounds

Those with long-term difficulties should contact UCL Student Disability Services to make special arrangements. All enquiries with regard to the granting of extensions should be directed to Judy Medrington (room 411a, email j.medrington@ucl.ac.uk)
3.4 Penalties for late submission
Failure to present the dissertation by the proper date will be viewed severely by the Examiners and will be subject to the Institute's regulations, and penalties, for late submission of coursework.

3.5 Course appraisal
All courses in the Institute are subject to student evaluation and although the Dissertation is not a taught course, it is no exception. The course evaluation form is slightly different from those with which you are familiar for other courses and is specific to the dissertation. You will be asked to fill in the form at the time that you hand the dissertation in. Please spend a few moments filling in the form and then hand it in to Judy Medrington.

3.6 Examination
All dissertations are examined by at least two Internal Examiners and one External Examiner. The mark for the dissertation is always included by the Examiners when assessing Honours. A fail mark for the dissertation can therefore have a very significant effect on the degree result.

3.7 Post-examination
Return of second copy
The second copy of your dissertation will be available for collection at the end of Summer Term. If students wish to have their second copy returned by post they should leave an A4 size addressed envelope with the Secretary of the Board of Examiners (Room 411a) when they submit the dissertation.

Publication of Dissertations
If you wish to publish all or part of your dissertation you should include the following wording in the acknowledgements of the publication:

'This was (or formed part of) a dissertation submitted in partial fulfilment of the requirements of the degree of BA/BSc of the University College London in ___(date)'.

A selection of dissertations is made available in the library for consultation. When you submit your dissertation you will be asked to complete a form confirming that you consent to your dissertation being made available in this way. If you wish to opt to refuse to permit consultation of their dissertation, please indicate this on the form.

4. PRIZES
Royal Archaeological Institute Prize
The Royal Archaeological Institute has established a biennial prize for the best undergraduate dissertation on a subject concerned with the archaeology or architectural history of Britain and adjacent areas of Europe. In the year when the prize is offered, the best dissertations from that year and the preceding year will be considered.

The Roy Hodson Prize
The Roy Hodson prize is for the best dissertation of the year on a prehistoric topic.
APPENDIX 1

(Format for title page of dissertation)

Title

Author (NB: your code, NOT your name)

Illustration

(optional)

Dissertation submitted in partial fulfilment of the requirements of the Degree of
(degree registered for)
of University College London in 2017

UCL INSTITUTE OF ARCHAEOLOGY
UCL INSTITUTE OF ARCHAEOLOGY

3024 UNDERGRADUATE DISSERTATION (Form A: Green Form)
DISSERTATION REGISTRATION FORM

Please complete this form, in consultation with your Dissertation Supervisor, and return it the Third Year Tutor when you meet with him/her during the Third Term of your second year.

NAME OF STUDENT _______________________________________________________

DEGREE _______________________

PROPOSED AREA OF STUDY FOR DISSERTATION ___________________________________
___________________________________________________________________________

*WHO WILL BE SUPERVISING THE DISSERTATION ________________________________

SIGNATURE OF PRINCIPAL SUPERVISOR OF DISSERTATION _______________________

DATE _________________________________

I confirm that I have read the Institute of Archaeology’s ethics guidelines at: http://www.ucl.ac.uk/archaeology/research/ethics and understand that ethical approval may be required before collecting any data.

SIGNATURE OF STUDENT ___________________________________________________

DATE _________________________________

*Note: Arch&Anth students should have this form countersigned by the appropriate Degree Co-ordinator (either David Wengrow or Haidy Gaismar). Students wishing to be supervised in the Department of Anthropology need not nominate a supervisor on this form but should discuss the matter with the Anthropology Co-ordinator.

The Co-ordinator will sign this section after your preliminary meeting

SIGNATURE OF THIRD YEAR TUTOR _________________________________

SIGNATURE OF ARCH&ANTH TUTOR (for Joint Arch and Anth student only) _________________

DATE _________________________________
3024 UNDERGRADUATE DISSERTATION (Form B: Orange Form)
VACATION PROGRESS FORM

Please complete this form and give it to the Third year Tutor when you register your course choices (Room 410) on the second day of Term 1.

NB. You can type the text and paste it on to the form, or print straight on to the form, or fill it in by hand.

NAME OF STUDENT ___________________________________________________________

NAME OF SUPERVISOR(S) _______________________________________________________

WORKING TITLE OR SUBJECT OF DISSERTATION ______________________________________

___________________________________________________________________________

SUMMARY OF WORK DONE SO FAR ON THE DISSERTATION AND OUTLINE OF MAIN DATA SOURCES/SOURCES OF INFORMATION

SIGNATURE OF STUDENT _______________________________________________________

DATE _________________________________

Continue overleaf if necessary
UCL INSTITUTE OF ARCHAEOLOGY

3024 UNDERGRADUATE DISSERTATION (Form C: Pink Form)
FIRST TERM PROGRESS FORM

Please complete this form, in consultation with your Dissertation Supervisor, and take it with you to your meeting with the Third year Tutor in Reading Week.

NB. You can type the text and paste it on to the form, or print straight on to the form, or fill it in by hand.

NAME OF STUDENT ________________________________________________________

DEGREE ______________

SIGNATURE OF STUDENT __________________________ DATE ________________

RESEARCH QUESTION _____________________________________________________
_______________________________________________________________________

NAME OF SUPERVISOR(S) _________________________________________________

SUMMARY OF PROGRESS SINCE THE BEGINNING OF TERM:
Appendix 5

CRITERIA FOR MARKING BA/BSc DISSERTATIONS

The dissertation will be marked taking into account the aims and objectives of the dissertation.

The ideal dissertation should:

- Be written coherently and concisely in a well-structured and easily readable form that is clear and free from unintended ambiguity.
- Present evidence of independent critical thought.
- Display originality in the novel interpretation and presentation of existing information, the approach to the problem, the structure of the argument, the discovery of new information and/or the presentation of new ideas.
- Display a thorough and critical knowledge of the relevant literature, concepts and ideas and a sense of proportion in evaluating evidence and the opinions of others.
- Display notable depth and breadth of understanding and perception relating to relevant ideas.
- Employ well-focused, relevant, cogent and sophisticated reasoning.
- Show how the project relates to current knowledge in the area to be investigated.
- Present a coherent research project with clearly defined aims.
- Use clearly defined and appropriate methods to gather "data" (whether this be new data arising from studies in the field, laboratory or on collections, or from critical reviews of relevant literature).
- Select data that are appropriate for addressing the questions posed by the project.
- Use clearly defined and appropriate methods of analysis and/or synthesis of the data.
- Apply the chosen methods rigorously and consistently, indicating clearly if appropriate why and how the methods adopted were improved or modified during the course of the project, and showing critical awareness of how they might be further improved in future work.
- Present the results clearly and appropriately.
- Draw appropriate conclusions from the results, showing critical awareness of any limitations in the methods and the material available for study.
- Indicate potentially fruitful avenues for developing future research in the chosen subject area.
- Cite all sources clearly and precisely, and give detailed references in accordance with the stipulated conventions.

MARKING CRITERIA FOR BA/BSc DISSERTATIONS

CRITERIA FOR AWARDING A MARK WITHIN THE FAIL RANGE

Fail (Mark range 0-39%)
Candidates are given a mark in the fail range for a dissertation that fails to meet the criteria for the award of a mark at pass level. Attributes which would cause the dissertation to be marked within the fail range might include evidence of insufficient knowledge of the relevant literature, insufficient understanding of relevant ideas and concepts, failure adequately to understand fundamental aspects of the topic addressed, failure to adequately address or discuss the stated topic of the dissertation, inappropriate superficiality or brevity, very poor organization and structuring of the dissertation, lack of clarity of expression sufficient to give rise to significant instances of ambiguity, inadequate reasoning, inadequate quality of citation of sources or pronounced over-dependence on sources.
Guidelines for awarding marks in the fail range are as follows:

**35-39%** A dissertation that fails to meet the criteria for the award of a pass mark but demonstrates the above failings only to a limited extent.

**30-34%** A dissertation that fails to meet the criteria for a pass and exhibits distinct failings on several fronts.

**20-29%** should be given to a dissertation that, although failing seriously on a number of fronts, does nevertheless show some reason and structure and does represent a clear attempt to address the topic.

**5-19%** should be given to dissertations that at least present some text that could be seen as an attempt to address the topic but which are largely incompetent or incoherent, or which show hardly any relevance to or understanding of the topic.

**CRITERIA FOR AWARDING A MARK WITHIN THE THIRD CLASS RANGE (40-49%)**
To gain a third class mark the dissertation must demonstrate at least some understanding and knowledge of the topic but may show some or all of the following failings: poor structure, poor writing with occasional ambiguities, little or no evidence of independent critical though or originality, poor knowledge of relevant literature, poor understanding of relevant concepts, lapses in clarity of reasoning, little or no appropriate justification of methods or approaches, poor choice of methods or approaches or data relevant to the topic, poor execution of chosen approaches, poor presentation of results, failure to draw appropriate conclusions, little or no indication of promising directions for future research, poor quality of citation.

**CRITERIA FOR AWARDING A MARK WITHIN THE LOWER SECOND CLASS RANGE (50-59%)**
A lower second class mark is awarded where the dissertation defines its topic and scope fairly clearly, is reasonably clearly structured and expressed, shows evidence of knowledge and understanding of the topic and relevant literature but may nevertheless show one or more of the following limitations: imperfections in structure, occasional lapses in clarity of expression, limited development of ideas and methods, limited critical ability, limited evidence to support ideas or argument, limited knowledge of the literature, limited understanding of some concepts, limited justification of choice of method or approach, shortcomings in the presentation of results, the drawing of appropriate conclusions and some errors or misunderstandings. Within these limitations there will be indications that the student has grasped some of the fundamental concepts and procedures relevant to the field of the degree. There may be some failings in demonstrated understanding but overall the work will be at least competent and reasonably sound.

**CRITERIA FOR AWARDING A MARK WITHIN THE UPPER SECOND CLASS RANGE (60-69%)**
An upper second class mark is awarded when candidates show consistency and fluency in presenting the topic of the dissertation, give appropriate justification for choice of methods and approaches, discuss and evaluate critically relevant evidence and theories drawn from a wide range of sources, and organize the whole into a clearly expressed and well-structured argument leading to a well formulated conclusion. The dissertation should demonstrate that the candidate has clearly understood and assimilated the relevant literature and there should be few errors or misunderstandings. The dissertation may display a number of the attributes of an ideal dissertation (listed above) albeit that some are displayed only to a limited extent.

**CRITERIA FOR AWARDING A MARK WITHIN THE FIRST CLASS RANGE (70 - 100%)**
Some indication of independent critical ability or originality (in the novel interpretation and presentation of existing information, the approach to the problem, the structure of the argument, or in the presentation of new information or ideas) is a requirement for the award of any first
class mark. To gain a mark in the distinction range, the dissertation will need to show clear
evidence of some of the attributes of an ideal dissertation listed above. In addition to showing
some of the characteristics of an ideal dissertation, there should normally be no significant errors
mistakes or misunderstandings and few if any irrelevancies.

70-72%  A dissertation which meets but does not significantly exceed the basic criteria for the
award of a first class mark.
73-76%  A solid first class dissertation which meets the basic criteria of a first class mark and also
shows clear evidence of several of the attributes of an ideal dissertation as listed above.
77-79%  An exceptionally good first class dissertation which shows strong evidence of many of
the attributes of an ideal dissertation as listed above.
80% and above:  These marks will be used for outstanding work of exceptional originality and
insight. Marks above 85% will be uncommon. A mark of around 90-94% might be given to the best
dissertation in a particular area over, say, a five to ten year period, and a mark of around 95 to 98%
for the best piece of work ever submitted on a topic, a piece of work that could hardly be bettered.
INSTRUCTIONS FOR DISSERTATION PRESENTATIONS

Note: The following notes apply to all IoA students except for those enrolled for the BA in Archaeology and Anthropology. The arrangements for this group are different – please consult David Wengrow and Haidy Geismar for details.

A timetable of dissertation presentations will be sent to all students early in February 2017. The presentation is a compulsory part of the Dissertation course. (You are liable to 10% being deducted from your final dissertation mark if you do not give a presentation, without written explanation or formal notification of unavoidable circumstances, which prohibit your attendance).

What you should have already achieved
By now you should have:
Agreed with your Dissertation Supervisor your dissertation title
Had regular meetings with your Dissertation Supervisor
Done the bulk of your data gathering
Agreed your chapter titles with your Dissertation Supervisor
Decided which chapter (approximately 1500 words) you will be submitting to your Dissertation Supervisor ideally before your presentation or immediately after, depending on the date of your dissertation presentation. (The Regulations state that one chapter can be formally commented upon in detail by your Dissertation Supervisor.)

The aims and outcomes of the presentation
This is an opportunity to present your research in an informal atmosphere. You will learn to summarise your work briefly, and find an effective means of presenting it. It requires that you develop skills in structuring the presentation of information, clarity of language and graphic presentation, and time management. You will also gain practice in responding to academic questioning. The dissertation presentation also provides a bench-mark against which to measure your current state of progress on your Dissertation, and should focus you on effective time-tabling of the remaining work that you need to undertake to complete the Dissertation. These are the skills that you need to acquire if you are going to undertake and disseminate any form of research, or collation of information for a public audience.

The presentation
• **Time of attendance:** The tutorial coordinator for your group will let you know the schedule for the presentations of your tutorial group. You must attend the presentations given by the other members of your tutorial group.
• **The people present at your dissertation presentation** will be your tutorial coordinator, the Supervisor(s), together with the members of your tutorial group.
• **What is expected of you:**
  i. Your presentation should last no more than 10 minutes. You will be expected to keep strictly to time. You will be warned when two minutes remain, and you will be stopped at 10 minutes even if you have not finished. Time management is an important aspect of presenting papers and is an important skill to learn.
  ii. **Suggested format of presentation:**
     • Explain your topic. Discuss where your research is positioned in time and place, your aims and why you think the topic is worth studying. (3-5 minutes).
• Talk about an aspect of the work that you have already undertaken (this does not have to be on the same topic as your submitted chapter). (6-7 minutes)
• Following your presentation you will be asked a few questions by the audience (about 5-10 minutes).

• Graphics: you are strongly encouraged to use Powerpoint. Please come to your presentation with your presentation on a memory stick.
• Presentation skills: you will get feedback on your presentation skills from your Dissertation Supervisor after the talks (see below).

After your presentation
Within one week of your presentation you will have a meeting with your Dissertation Supervisor to discuss the information you presented, and your submitted chapter.

Undertaking and presenting research can be very satisfying as well as hard work! Students sometimes find the dissertation presentation daunting. But they invariably attest that listening to other presentations in a relaxed atmosphere and being part of the informal discussions that follow—especially the discussion of their particular topic—is a helpful and enjoyable experience.
STAFF RESEARCH AREAS AND PROJECT SUGGESTIONS

2016-17

Before reading this section please read Choosing a topic and Defining your research project in Part I of this handbook.

Set out below are sections written by all members of staff that are able to supervise dissertation projects this year. If a member of staff is not listed then he or she is unavailable. If this presents a problem then please come to discuss it with me as soon as possible.

Some sections are short - this is usually where a member of staff has a very specific and easily defined research field and most students will know whether their ideas for a project fall within these research areas. Other sections are longer and give details of specific projects that students could work on. There may also be associated fieldwork projects that students could take part in to provide material to research into for their dissertation. Many sections also contain information on whether students should have taken or should be taking specific courses, have a knowledge of a foreign language or, for example, be competent in statistical methods. Specialist degree students will have priority on some projects. If this is not stated then for most projects, provided you meet all stated requirements, a first come first served basis will be used. Members of staff will be happy to discuss possible projects with you during this term but may not be able to confirm that they will be able to supervise you until the first week of Term Three when their workload and timetable are clarified. (Please see the section on Submitting the Green Form in Part I of this handbook.)

Email addresses are provided for all members of staff and where it is suggested that this is the best way to make contact, please use it. Otherwise leave a message in the pigeon holes behind reception on the ground floor or visit staff during their office hours.

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STAFF, RESEARCH ASSOCIATES AND HONORARIES AVAILABLE TO SUPERVISE DISSERTATIONS

Manuel Arroyo-Kalin (m.arroyo-kalin@ucl.ac.uk)
Contact: Via e-mail.
Able to supervise in the following areas:
Geoarchaeology; South American pre-Columbian history; historical ecology and landscape/plant domestication.

Mark Altaweel (m.altaweel@ucl.ac.uk)
Contact: Via e-mail or office hours.
Able to supervise in the following areas:
Near Eastern archaeology; social and cultural anthropological approaches to the Near East; social-environment interactions in the past, Near Eastern agriculture and pastoralism, landscape

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1 Names in light grey are not available because of sabbatical leave.
archaeology, material culture of the Near East, art and iconography in the Near East, textual and archaeological analysis in the Near East.

Elizabeth Baquedano (e.baquedano@ucl.ac.uk)
Contact: Via e-mail
Subjects for supervision: Central Mexican (Aztec) art and archaeology.

Andy Bevan (a.bevan@ucl.ac.uk)
Contact: Via e-mail
Subjects for supervision: GIS applications, landscape survey, value theory, the Bronze Age eastern Mediterranean.

Sandra Bond (sandra.bond@ucl.ac.uk)
Contact: Via e-mail
Subjects for supervision:
History of the IoA building and how use-spaces/facilities have changed over time; how priorities have changed; possibly spaces in relation to material culture. Would suit someone interested in archive work.

Martin Bridge (martin.bridge@ucl.ac.uk)
Contact: via email or pigeon hole. Happy for anyone to call by my office (322d.), but the nature of my work means that I do not have regular office hours.
Able to supervise projects in the following research areas:
- Main area within which I could supervise a dissertation is dendrochronology (tree-ring dating).
- I would be happy to assist in projects on the history of woodland management, wood technology, or trade in wood. One of the best ways of learning about the methodology and applications of tree-ring studies is to work on living trees, although I regularly undertake dating projects on standing buildings and occasionally wood from other historic sources. I am interested in the degree to which tree-ring data can be used to deduce the original source of the trees, another area in which investigations of living trees could be of much use.
Fieldwork: regular fieldwork opportunities (particularly English Heritage contracts) could provide a basis for an undergraduate project. Work on living trees is usually best carried out during winter months.
Skills: It would be useful for undergraduates considering tree-ring projects to have a good understanding of statistical techniques, although much can be done without this.
Tree-ring projects will normally provide fieldwork experience, lab work and literature components.

Richard Bussmann (r.bussmann@ucl.ac.uk)
Contact: Via e-mail or office hours.
Able to supervise in the following areas:
Egyptian archaeology; Egyptology; social and cultural anthropological approaches to Egypt; cultural diversity and long-term development of Egyptian society; correlation of ancient Egyptian material culture, images, and texts.

Mike Corbishley (m.corbishley@ucl.ac.uk)
Contact: students should book time via email
Able to supervise dissertations in the following areas:
Topics relating to Archaeology and Education, in particular education services offered by heritage organisations and museums, resources for teachers, National Curricula in the UK and abroad, site interpretation and events.

**Corisande Fenwick** ([c.fenwick@ucl.ac.uk](mailto:c.fenwick@ucl.ac.uk))

**Contact:** Via e-mail.

**Able to supervise dissertations in:**
- Roman and late antique archaeology in the Mediterranean.
- Islamic archaeology and heritage
- North Africa (w. of Egypt) - all periods

**Ian Freestone** ([i.freestone@ucl.ac.uk](mailto:i.freestone@ucl.ac.uk))

**Contact:** by email.

**Able to supervise projects in the following research areas:**
I am able to supervise projects in the areas of artefact technology and analysis, particularly of glass and glazed ceramics. Library and desk-based research can take the form of reviews and syntheses of published work, including compilation and re-analysis of published analytical data. Laboratory-based analytical projects on small groups of artefacts (mainly from Roman to post-medieval in date) can be found for those who are interested in engaging with modern analytical technology. This would involve some training in the use of the scanning electron microscope and X-ray micro-analysis.

**Dorian Q Fuller** ([d.fuller@ucl.ac.uk](mailto:d.fuller@ucl.ac.uk))

**Contact:** via e-mail

**Able to supervise projects in the following research areas:**
- I am able to supervise on the general subject area of archaeobotany: including dissertations with archaeobotanical content in terms of either practical work or critical re-appraisals of topics based on published materials
- I am particularly interested in ancient agriculture, including the transition from hunting-and-gathering to farming can also be supervised. Practical projects may involve the examination of archaeobotanical material from India, Sudan, Turkey, China, or elsewhere depending on current projects and availability; experimental work on modern plant samples can also be undertaken.
- I have expertise in the prehistory/protohistory of South Asia (including the Harappan civilisation), and Ancient Nubia/Sudan and can supervise literature-based (and in some cases artefact-based) dissertations on these regions. Such geographically/chronologically-based projects could focus on aspects of cultural change through the reanalysis of published datasets, for example of burial customs or pottery types.

**Andrew Gardner** ([andrew.gardner@ucl.ac.uk](mailto:andrew.gardner@ucl.ac.uk))

**Contact:** via email or sign-up sheet on my door (room 402).

**Subjects for supervision:**
- Archaeology of the Roman Empire: especially the northern provinces, but including topics as diverse as the military, urbanism, rural settlement, cultural change, later perceptions of Rome, and material culture study.
- Archaeological theory: any aspect of the history of archaeological thought; application of specific ideas in particular cases (not confined to the Roman world); the political context of archaeological interpretation, especially relating to issues of identity (e.g. gender, ethnicity). Projects in these areas are likely to be primarily literature-based, but may include museum research, basic artefact analysis, or use of some spatial or statistical computer applications.
• My involvement in excavations at West Dean and Caerleon may also generate some project work.

**Andrew Garrard** ([a.garrard@ucl.ac.uk](mailto:a.garrard@ucl.ac.uk))  
**Contact:** via email  
**Subjects for Supervision:**  
• Middle and Upper Palaeolithic, and Epipalaeolithic and Mesolithic of the Near East and Europe (and equivalent periods in Africa). Topics might include the emergence and spread of modern humans, symbolic behaviour and art, adaptations to the dramatic environmental changes of the periods, settlement patterns, subsistence and diet, site formation studies.  
• The colonisation of Australia and Americas and the extinction of indigenous fauna and flora in these regions. The colonisation of the arctic and adaptations to these regions.  
• The origins of agriculture and the emergence of villages through the Late Epipalaeolithic and the Neolithic of the Near East.

**Elizabeth Graham** ([e.graham@ucl.ac.uk](mailto:e.graham@ucl.ac.uk))  
**Contact:** via email or during office hours  
**Able to supervise projects in the following research areas:**  
• Maya civilisation; Classic collapse; coastal trade; Spanish conquest and colonial period; Aztecs  
• Tropical urbanism and long-term human-environmental interaction; includes Dark Earths (see Richard Macphail, below).  
• Cultural heritage and archaeological site management topics that relate to Maya sites in Belize.  
• Popular archaeology

**Simon Hillson** ([simon.hillson@ucl.ac.uk](mailto:simon.hillson@ucl.ac.uk))  
**Contact:** Via email or pigeon holes. In general, I prefer to set up a series of supervision appointments, so that they can go into my diary and we both know where we are.  
**Able to supervise projects in the following research areas:**  
• I can offer projects within the general area of bioarchaeology and particularly the study of teeth and jaws (in humans and other mammals)Advice and background required. I can offer a limited number of research projects relating to work of my own each year, but I am very interested to see what ideas you yourselves have. Most projects that I have supervised involve at least some practical work on collections of teeth and bones, and the main limitation for undergraduate dissertation projects is finding appropriate material in museums, within or near London, on which you can work over a period of weeks or months. It is also necessary to make sure that all the appropriate site documentation is to hand, and I strongly suggest that you do not commit to a project based on material that is to be excavated during the period of the project. Where the project concentrates on human remains, I expect you to be taking my third year *Human Remains* option during Term 1. It would also help if you were taking Louise Martin's *Zooarchaeology* in the second year, because this gives experience in working with bones and teeth.

**Stuart Laidlaw** ([s.laidlaw@ucl.ac.uk](mailto:s.laidlaw@ucl.ac.uk))  
**Contact:** via email, via pigeon holes or in office during office hours  
**Able to supervise projects in the following research areas:**  
• Various aspects of photography and its changes with the advent of digital imaging.
Background required: It is beneficial to have taken Archaeological Illustration and Imaging and/or Archaeological Photography. Any photographic experience would be useful. *Projects are likely to involve a heavy practical element.*

**Mark Lake (mark.lake@ucl.ac.uk)**  
*Contact:* Via e-mail  
*Able to supervise in the following areas:*  
Quantitative and computational methods for studying the past, especially agent-based computer simulation and GIS.

**Kris Lockyear (k.lockyear@ucl.ac.uk)**  
*Contact:* Via e-mail  
*Able to supervise in the following areas:*  
Late Iron Age and Roman archaeology; numismatics; East European (especially Romanian) history and archaeology; ethnicity and nationalism; field methods; statistics.

**Kevin MacDonald (kevin.macdonald@ucl.ac.uk)**  
*Contact:* Via email  
*Able to supervise projects in the following research areas:*  
- All aspects/periods of West African Archaeology and the African Diaspora. (including the Holocene archaeology of West Africa, from the Late Stone Age, up to and including statehood, urbanism and historical archaeology).  
- Additionally I have analytical specialities in pottery analysis and archaeozoology in which I would be pleased to instruct students whether they wish to work on material from Africa or elsewhere.  
- More generally, I can also supervise on heritage issues in Africa and its Diaspora as well as New World Historical Archaeology.  
*Specific projects (lab):*  
- I usually have some African animal faunal material for analysis.  
- I sometimes have pottery assemblages suitable for petrographic analysis.  
*Background required:* Students wishing to undertake faunal analysis should already have completed the Zooarchaeology course.

**Richard Macphail (r.macphail@ucl.ac.uk)**  
*Contact:* via e-mail  
*Able to supervise projects in the following research areas:*  
*Since practical methods in soil micromorphology are not taught at the undergraduate level it is not possible to offer dissertations based upon practical soil micromorphology.*  
*Specific projects that students could undertake:*  
*The following projects based on library research are offered:*  
- Investigative methods and formation models applied to the Dark Earth (*joint supervision with Elizabeth Graham*)  
- Experimental soil approaches to the study of monuments, buried land surfaces and ancient agriculture  
- Environmental reconstruction of Pleistocene sites through their stratigraphic record; example – Boxgrove

**Louise Martin (louise.martin@ucl.ac.uk)**  
*Contact:* Via e-mail  
*Subjects for Supervision:*  
I am happy to supervise dissertations on the topic of Zooarchaeology. Projects can be either
laboratory based, where the student works on a small assemblage or other specialist aspect of animal bone material (e.g. taphonomic/bone modification experiments), OR library based, where a student makes an original contribution through critical review of literature. Students wishing to undertake an animal bone topic should have taken the course ARCL2014 Zooarchaeology in advance. Locating appropriate animal bone collections for students to work on can take some time, so please arrange a meeting as early as possible to discuss your interests.

Marcos Martinón-Torres (m.martinon-torres@ucl.ac.uk)
Contact: via email or room 112
Subjects for supervision:
- Experimental archaeometallurgy.
- Ethnoarchaeometry: observation of present-day crafts and scientific analysis of their (by)products to help interpret past technologies.
- Analysis and interpretation of ceramics and metallurgical remains: manufacture, use and provenance.
- Combination/confrontation of archaeological and historical information, especially in the field of ancient technologies.
- Theoretical approaches in scientific archaeology: the integration of science in wider archaeological agendas.
Fieldwork which may provide original data thesis topics:
Primtech, and other possibilities to be discussed individually. The archaeology and ancient history of the Near East, including Anatolia, Mesopotamia, the Levant, and Iran. Chronologically, potential dissertation topics may cover anything from Palaeolithic to modern.

John Merkel (j.merkel@ucl.ac.uk)
Contact: via email, pigeon hole or in office during office hours.
Able to supervise projects in the following research areas:
Dissertations in archaeometallurgy and conservation of archaeological metals
Undergraduates are encouraged to undertake dissertation research on topics in archaeometallurgy and archaeological conservation. There are a wide range of possible topics related to ancient and non-industrial metals production and use as well as corrosion and conservation. Dissertation research on these topics could help strengthen applications for postgraduate degrees in archaeometallurgy and conservation.
Topics could include:
- Ancient metallurgical processes: raw materials and economic geology; early prospecting and mining methods; extractive metallurgy; slags and other by-products; process indicators; fabrication techniques; site location, excavation techniques and interpretation of metallurgical sites.
- Within experimental archaeology there are possibilities to include reconstructions as part of the dissertation research in archeometallurgy.
- There are also limited possibilities for analysis of metallic artefacts to be included in undergraduate dissertations.
Conservation topics could include:
- Corrosion and corrosion product identification;
- Metallography and remnants of original metal surfaces;
- Accelerated corrosion testing;
- Polishing and use-wear studies on metals.
- Documentation and display of metals would also be considered as possible topics.
Background required: ideally, students should have taken ‘Conservation for Archaeologists’.
Gabriel Moshenska (g.moshenska@ucl.ac.uk)
Contact: Via e-mail or office.
History of modern conflict; community archaeology; public archaeology; history and philosophy of archaeology.

Theano Moussouri (t.moussouri@ucl.ac.uk)
Contact: E-mail.
Able to advise in the following areas:
- Understanding museum audiences and visitor studies
- Free-choice learning (in particular, family learning)
- Use of qualitative methods to study learning
Note: Full-time supervision might not be possible given the demands of the MA programme but I am available to advise during the year on museum topics.

José Oliver (j.oliver@ucl.ac.uk)
Contact: initially by email or pigeon-hole. Following this an appointment will be made.
Able to supervise projects in the following research areas:
- Any topic that involves South American and Caribbean Archaeology, from any time period (Late Pleistocene onwards) or cultural complex.
- I am also able to supervise Lower Central America dissertations
  - stylistic analyses of ceramics or lithics and attendant problems (synchronic & diachronic)
  - interpretation of caches and special classes of archaeological assemblages
  - linguistics, archaeology & population movements
  - 'art' and iconography, symbolism
  - cultural/historical ecology and subsistence economy (adaptation/change)
  - development of complex societies (cultural evolution)
Specific projects that students could undertake:
- The rise (or collapse) of civilisations (e.g., Chavin, Moche, Nasca, Tiwanaku, Huari)
- The shift of maize from an exotic domesticate to a food staple in South America
- Nomadic agriculturalists and settled foragers in Amazonia
- Raised Field agro-technology in the Americas: Convergent parallelism or historical relatedness?
- Pre-Columbian 'Pilgrimage' in Latin America
- The Development of Ceremonial Centres in the Andes
- Hierarchy and centralization versus Non-hierarchy and dispersion: Reassessing the 'chiefdom' in South America (or Caribbean).
Background required: Students should take at least one of the courses in Latin American archaeology

Mike Parker-Pearson (m.parker-pearson@ucl.ac.uk)
Contact: Via e-mail.
Able to supervise in the areas of:
Stonhenge; death and burial; prehistoric Britain and Europe in the 1st millennia BC and AD; public archaeology and heritage; ethnoarchaeology and material culture.

Matthew Pope (m.pope@ucl.ac.uk)
Contact: Via e-mail.
Able to supervise in the areas of:
Lithic technology and taphonomy; early human use of space; palaeolithic hunting strategies and organisation; Early Upper Palaeolithic colonisation of northern Europe.
Patrick Quinn (patrick.quinn@ucl.ac.uk)
Contact: Via e-mail or office.
Able to supervise projects in the areas of:
Materials analysis; ceramic petrography; prehistoric Mediterranean; California archaeology.

Stephen Quirke (s.quirke@ucl.ac.uk)
Contact: via e-mail
Able to supervise projects in the areas of:
Egyptian Archaeology; Egyptian language; museology.

Carolyn Rando (c.rando@ucl.ac.uk)
Contact: via e-mail
Able to supervise projects in the areas of:
Bioarchaeology and biological anthropology; palaeopathology and palaeoepidemiology; forensic anthropology.

Andrew Reid (a.reid@ucl.ac.uk)
Contact: via e-mail
Able to supervise projects in the following research areas:
• Any aspect of the archaeology of eastern and southern Africa
• Specific themes in the archaeology of the rest of the African continent, such as metallurgy, farming traditions, social organisation and historical archaeologies
• General zooarchaeology and vertebrate taphonomy
• The archaeology of colonialism
• Public archaeology
• Indigenous archaeology

Andrew Reynolds (a.reynolds@ucl.ac.uk)
Contact: via email, pigeonholes or during my office hours or just drop by.
Able to supervise dissertations in: any aspect of medieval archaeology or interdisciplinary study of the medieval period. Specialist areas include:
• Standing buildings: parish churches, cathedrals, masonry buildings of all periods
• Anglo-Saxon archaeology: any topic related to the period
• Rural settlement studies: any area of settlement archaeology from the Roman period to the post-Medieval/modern period
• Landscape archaeology: specialist topics include landscape archaeology of civil defence, patterns of territory, settlement and identity
• Burial archaeology: from c.AD 700-c.AD 1500, particularly the spatial aspects of burial and individual burial rites

Corinna Riva (c.riva@ucl.ac.uk)
Contact: Via email
Subjects for supervision:
• Italian late prehistory (Late Bronze Age and Iron Age) and first-millennium BC
• Central Mediterranean
• Landscape archaeology in Italy and the Mediterranean
• Urbanization and settlement dynamics in the Central Mediterranean
• Ethnicity, cultural and political identity in Iron Age Mediterranean
• Colonization and colonialism; cultural interaction in the ancient Mediterranean
• East-west relations; relations between Greeks, Phoenicians, non-Greeks and others.

**Mark Roberts** ([mark.roberts@ucl.ac.uk](mailto:mark.roberts@ucl.ac.uk))
**Contact:** Via e-mail
**Subjects for supervision:**
• Palaeolithic
• Pleistocene: geology
• early hominin diet, hunting and general fieldwork.

**Tim Schadla-Hall** ([t.schadla-hall@ucl.ac.uk](mailto:t.schadla-hall@ucl.ac.uk))
**Contact:** Via e-mail
**Subjects for supervision:**
• Public archaeology issues
• Education
• Museums
• Politics and economics related to archaeology
• NW European Mesolithic

**Julia Shaw** ([julia.shaw@ucl.ac.uk](mailto:julia.shaw@ucl.ac.uk))
**Contact:** via email
**Subjects for supervision:**
• South Asian archaeology; approaches to early-historic states, empires and cities.
• Harappan archaeology
• Archaeology of religion in ancient India (Hinduism, Buddhism and local cults)
• Landscape archaeology in South Asia.
• Indian art, architecture, epigraphy, and iconography.
• The archaeology of sacred landscapes and pilgrimage in South Asia.
• Ancient irrigation and water-harvesting systems in India and Sri Lanka.
• Theories of religious and economic change.
• Politics of archaeology in South Asia: conflicting narratives (e.g., colonial; textual, sectarian, ‘folk’, archaeological) of the past.
• History and theory of archaeology in South Asia; Colonial archaeology.

**Bill Sillar** ([b.sillar@ucl.ac.uk](mailto:b.sillar@ucl.ac.uk))
**Contact:** via pigeon hole, e-mail, or telephone, or you can come to my office and arrange an appointment.
**Able to supervise projects in the following research areas:**
I am interested in supervising students who wish to explore any of the topics I cover in my own research and teaching. Students who think they may be interested in writing a dissertation in relation to any of the following themes are encouraged to come and discuss the topic with me prior to writing a short research proposal.
• Archaeology and Anthropology in the Andes
• Inka culture: conquest and colonisation.
• Artefact Studies in general: especially issues of production, exchange and consumption.
• Pottery studies
• Households (physical and social structures).
• Social approaches to the understanding of technology; the development of theory in relation to artefact studies
- Experimental Archaeology
- Practical projects in ethnoarchaeology/material culture studies
- The role of experimental archaeology, ethnoarchaeology and analogy in the development of archaeological theory.

**Ulrike Sommer** ([u.sommer@ucl.ac.uk](mailto:u.sommer@ucl.ac.uk))

Contact: via pigeon hole, e-mail, or telephone: 020 7679 1493, or go to room 409a and arrange an appointment.

**Able to supervise projects in the following research areas:**
- Neolithic and early Bronze Age of Europe
- Neolithisation processes – I am especially interested in a comparative perspective
- The history of archaeology
- Lithic technology, especially of the Neolithic, raw material studies
- Experimental Archaeology
- Formation and archaeological correlates of prehistoric ethnic identities

**Rachael Sparks** ([r.sparks@ucl.ac.uk](mailto:r.sparks@ucl.ac.uk))

Contact: via email to set up an appointment.

**Able to supervise projects in the following areas:**
- Archaeology of the Southern Levant (Israel, Palestine, Jordan, Lebanon) from the Chalcolithic through to the Persian Period.
- Material culture studies relating to the Near East (students would be encouraged to make use of objects or ceramics in the Institute of Archaeology collections as the basis for this)
- History of Near Eastern and Egyptian Archaeology

**James Steele** ([j.steele@ucl.ac.uk](mailto:j.steele@ucl.ac.uk))

Contact: Via e-mail and office hours.

**Able to supervise projects in the following areas:**
- Evolution of speech and tool use; modelling of diffusion processes; cognitive processes.

**Dean Sully** ([d.sully@ucl.ac.uk](mailto:d.sully@ucl.ac.uk))

Contact: Via e-mail to set up an appointment.

**Subjects for supervision:** Topics related to conservation.

**Jeremy Tanner** ([j.tanner@ucl.ac.uk](mailto:j.tanner@ucl.ac.uk))

Contact by email or in office during office hours

**Able to supervise dissertations in:** the general area of Greek and Roman Art and Architecture, Comparative Art, Classical Archaeology. I am happy to supervise dissertations on most topics involving ancient and prehistoric art, particularly from an anthropological or sociological perspective. I have, for example, supervised dissertations on Patagonian rock art, South African Rock Art, English Gothic Art and Celtic Art, as well as Greek and Roman Art.

**Kathy Tubb** ([k.tubb@ucl.ac.uk](mailto:k.tubb@ucl.ac.uk))

Contact details:
via email, by pigeon hole or office hours (Rm 113, 1st floor)

**Subjects for supervision:**
- Heritage issues especially as regards portable antiquities, the illicit antiquities trade, cultural heritage law, heritage value and management, human remains, repatriation and authenticity
- Professionalism and ethics
• Conservation especially of inorganic materials and on-site conservation (as opposed to conservation of sites), early plaster technology, pigment and fibre identification

Alison Weisskopf ([a.weisskopf@ucl.ac.uk](mailto:a.weisskopf@ucl.ac.uk))  
**Contact:** Via e-mail.  
**Able to supervise in the areas of:** Archaeobotany; environmental archaeology; Asian archaeology.

David Wengrow ([d.wengrow@ucl.ac.uk](mailto:d.wengrow@ucl.ac.uk))  
**Contact:** via e-mail  
**Able to supervise projects in the following research areas:** I am happy to supervise dissertations that apply anthropological theory to archaeological data. My theoretical interests are in the interpretation of material culture and imagery, long-term social change, trade, and ritual practice. I am particularly interested in processes of state formation and in exploring the cultural changes that accompanied the adoption of domesticated plants and animals in Neolithic societies. I have also worked on the history of archaeological thought and practice. The geographical focus of my research has been the Middle East and North-East Africa (Sudan, Egypt, Israel, Palestine, Jordan, Lebanon, Turkey, Syria, Iraq), and I am most familiar with the later prehistory (Neolithic/Chalcolithic) and Bronze Ages of these regions. I would be particularly happy to supervise work that explores patterns of interaction between some of these areas, or approaches their development from a comparative perspective.

Todd Whitelaw ([t.whitelaw@ucl.ac.uk](mailto:t.whitelaw@ucl.ac.uk))  
**Contact:** the best way for students to contact me is by e-mail.  
**Able to supervise projects in the following research areas:** Archaeology of the Aegean region. Palaeolithic to Late Bronze Age, for some topics Iron-Age to Roman also. My research interests in the region include cultural ecology, agricultural strategies, demography, settlement patterns, exchange systems, the development of social complexity and the state, mortuary behaviour, and the production and consumption of material culture.  
Ethnoarchaeology. I’m particularly interested in model-building based on ethnoarchaeology, with reference to household and community archaeology, settlement patterns, land-use, material culture production and consumption, and site formation processes.  
Household and settlement archaeology. The analysis and interpretation of spatial data at the household and community level, aimed at understanding of the social units represented and how they relate to each other - activity organisation and social interaction.  
Landscape archaeology. Regional survey and its interpretation in economic, social, and political terms.  
Hunter-gatherer socio-ecology. The development and application of models based on the behaviour of living and recent hunter-gatherers, for the interpretation of archaeological data.  
**Background required:** prerequisites vary with specific projects but projects can be adapted to meet student experience/skills.

Tim Williams ([tim.d.williams@ucl.ac.uk](mailto:tim.d.williams@ucl.ac.uk))  
**Subjects for supervision:**  
• Urbanism (fieldwork at the site of Merv, Turkmenistan)  
• Management of archaeological sites and cultural landscapes.

Katherine Wright ([k.wright@ucl.ac.uk](mailto:k.wright@ucl.ac.uk))  
**Contact:** email is best
Able to supervise projects in the following research areas:  
the general area of the Archaeology of Southwest Asia (Levant, Turkey, Mesopotamia)- any  
period; households, space, gender etc, anthropological archaeology; ethnoarchaeology; social  
history and archaeology, villages and complex societies; exchange.

Specific topics:
♦ Beads and body decoration in W Asia.
♦ Social archaeology in W Asia applied to different data sets.
♦ Households, space and hierarchy in W Asia

Contact: Via e-mail and office hours.

Subjects for supervision:
Archaeology of the Levant and southern Anatolia; Neolithic societies; trade and early urbanism;  
food processing and prehistoric diet;

Yijie Zhuang (y.zhuang@ucl.ac.uk)
Contact: via e-mail.
Able to supervise projects in the following research areas:
Geoarchaeology; Early Agriculture, Ecological Diversity and Landscape Change in the Early  
Neolithic of North China.