

ARCL0047

‘A DETAILED STUDY OF A SELECTED TOPIC’

BA/BSc DISSERTATION HANDBOOK



Module: ARCL0047

Year: 2022-23

Credits: 30

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Coordinator: Katie A. Hemer (k.hemer@ucl.ac.uk)

Room 301

Tel: 020 3108 4537

‘A detailed study of a selected topic’
*(Informally known as, and hereafter referred to as, The
Dissertation)*

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.

The appendices to Part I include **all the forms** you will need to submit during your dissertation study, and guidance on the dissertation presentations.

Part II has a list of Institute staff members who can supervise projects in the 2022-2023 academic year. The descriptions of each staff member’s expertise will give you an idea of the range of topics that are possible.

THE DISSERTATION TIMETABLE

SECOND YEAR		
YEAR	WHEN	TASK/EVENT
Second Year - Term 2		Compulsory Dissertation Talk and issuing of the Dissertation Handbook . A register will be taken.
Second Year - Term 2/3	As time is available in Term 2/3	Select general area of proposed dissertation , get advice from relevant staff and acquire a Dissertation Supervisor , who must sign your Green Form (see below).
Second Year - Term 3	June 202x	TO DO: <ul style="list-style-type: none"> - 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. - At this meeting you will submit the Green Form (see appendix below) 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).
Second Year - Term 3	June 202x	TO DO: <ul style="list-style-type: none"> - Discuss your timetable of summer work on your dissertation with your Dissertation Supervisor
Summer Vacation	Three weeks or more work	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.
THIRD YEAR		
Third Year -Term 1	Late September	TO DO: <ul style="list-style-type: none"> - Submit your Orange Form to the Third Year Tutor (with a copy to your Dissertation Supervisor). The Orange Form is to be used to: <ul style="list-style-type: none"> – summarise your summer vacation work on your dissertation – list key texts that relate to your topic – provide an outline of your thesis i.e. how you plan to cover your topic - this may have been modified since submission of your Green Form - Attend the compulsory 'Welcome Back' event with the Third Year Tutor – 30th September. - Attend individual 10-minute meeting with the Third Year Tutor – 30th September. 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 so it can get sorted.
Third Year -Term 1	During Term 1	Have regular meetings with your Dissertation Supervisor(s)
Third Year -Term 1	Third Year 'catch-ups'	TO DO: <ul style="list-style-type: none"> - Attend all compulsory Third Year catch-ups (Schedule TBC)
Third Year - Term 1	Before mid-term meeting (week 7)	TO DO: <ul style="list-style-type: none"> - Sign-up for your 10-minute mid-term meeting with the Third Year Tutor. - Prepare the Pink Form in consultation with your Dissertation Supervisor – send to Third Year Tutor before mid-term meeting. The Pink Form should contain: <ul style="list-style-type: none"> - Your Research Question - A list of chapter headings or the planned format of your dissertation

		- A short summary of your progress on your dissertation
Third Year - Term 1	Mid-term meeting (Week 7)	TO DO: - Attend 10-minute meeting with the Third Year Tutor to discuss your progress. Please email me the Pink Form in advance.
Third Year - Term 1	By end 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 (subject to accessibility)
Third Year - Term 2	Early January	TO DO: - Attend compulsory Dissertation talk by the Third Year Tutor to advise you on your dissertation presentation.
Third Year - Term 2	Third Year 'catch-ups'	TO DO: Attend all compulsory Third Year catch-ups (Date / venue TBC)
Third Year - Term 2	First half of Term 2	TO DO: - Prepare your Dissertation Talk - Write a chapter for your Dissertation Supervisor to read (1,000 to 1,500 words) - Meet regularly with your Dissertation Supervisor
Third Year - Term 2	By Monday of Week 7 (i.e. Monday after Reading Week)	TO DO: - Submit 1,000 - 1,500-words of written work (e.g. chapter / parts of chapters) to your Dissertation Supervisor for feedback.
Third Year - Term 2	After Reading Week - timetable TBC	TO DO: - Present a 10-minute Dissertation Talk followed by 5-10 minutes of questions to your peers. 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 a 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	TO DO: - 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	3rd May 2023	TO DO: - Submit your dissertation via Turnitin - Celebrate finishing all your hard word!

THE DISSERTATION HANDBOOK

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PART 1: GUIDELINES, ADVICE, AND DEADLINES

1. GUIDELINES

1.1 Course description

ARCL0047 is a compulsory 30 credit module for those registered for the BA or BSc in Archaeology, BA in Classical Archaeology & Classical Civilisation, BA in Egyptian Archaeology, BA Archaeology with a Placement Year, 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 and Placement Year 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** (see below for details on word length) 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 extended piece of writing

1.4 Choosing a topic

Your choice of 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 because you have interests that closely match those of a particular member of staff whom you already know. 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. These details include the supervision topics particular to each staff member. Even if you are certain about the topic you are interested in 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 and it is a good idea to know where to find someone who can advise you. Most members of staff are willing to supervise a project addressing questions or materials related in some way to the topics listed.

1.41 Impact of COVID19

At present, your dissertation project should be designed to be resilient and feasible under current COVID19 restrictions: this will impact the range of choices you have for your research. Staff have been briefed to help you design research projects that are feasible should you only have access to e-resources, digital datasets and library materials. Many staff will have digital archaeological projects (e.g. excavation archives, spatial data, finds catalogues, zooarchaeological, archaeobotanical and compositional data) that you may be able to use with their permission, so do ask potential supervisors in your area of interest whether they have anything

suitable. Your digital fieldwork projects you have done over the summer may also be suitable for dissertation research, subject to the project director's agreement – or have given you ideas for a digital project of your own. Many types of ethnographic fieldwork (e.g. interviews/ surveys/ focus groups etc.) can be conducted online, though will need ethical approval and careful planning well in advance (see 1.42). You should therefore avoid planning a project that is wholly dependent upon in-person fieldwork or physical access to museums, laboratories and collections. However, if the situation permits, it may be possible to conduct some complementary practical research for your dissertation over the course of the year.

1.42 Ethics – please read this section carefully!

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 policies, as well as UK and international law. 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, experimental research involving other people, 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) 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.

Gaining ethics approval usually takes up to 4 weeks; some research may require additional ethical approval from UCL or external organisations, which will take longer. Students are therefore advised to take this into account when planning their research, and to submit their ethics applications as soon as they are ready to do so. **The absolute latest deadline for submitting applications** to the IoA Ethics Committee for BA dissertation work is **1 March 2022**. Applications will only be considered after this date under exceptional circumstances, and at the discretion of the committee. This cut-off date is an extreme example: the majority of ethics applications should have been submitted much, much earlier than this.

If you have sought and received ethics approval, then evidence of that approval – most likely in the form of a copy of the email from the Chair of the Ethics Committee, including its date – should be included in your dissertation document as one of the appendices. Note that you should not begin recruiting participants, or collecting any data from them, until ethics approval has been granted. Ethics approval **cannot** be granted retrospectively; if you do collect data without approval, you will **not** be allowed to use it in your dissertation.

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

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 osteologists, 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. If 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 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. 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 initially 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 – you are advised to make an appointment to see the Third Year Tutor so that you can discuss a way forward.

BA Archaeology & Anthropology: procedures for identifying a Dissertation Supervisor in the Anthropology Department

As part of their degree, BA Archaeology & Anthropology students are entitled to receive supervision in the Anthropology department, or jointly across Anthropology and the IoA, if the topic of their Dissertation requires it. BA Archaeology & Anthropology students who are interested in being supervised by a member of the Anthropology department should initially contact the Anthropology Tutor (Prof. Haidy Geismar: h.geismar@ucl.ac.uk) for guidance. That initial meeting should ideally take place in Term 1 of the Second Year, or by Term 2 at the latest, so that plans can be made and ethical clearance obtained for any fieldwork that might be necessary over the summer, between Years 2 and 3. Students are encouraged to talk to individual members of staff in Anthropology about their projects, and should make use of staff office hours to do this. The Anthropology Tutor (Prof. Geismar) is on hand to make sure that the formal aspects of this process go smoothly, and should be kept up to date. Once a suitable supervisor has been identified in the Anthropology department, it is the responsibility of the student to also update the Third Year Tutor, and complete the necessary forms at the IoA. BA Archaeology & Anthropology students receiving supervision for this module in the Anthropology department must still follow the timetable and all of the procedures set out by the Institute and outlined in this handbook, including the procedures for obtaining Ethical clearance if you are working with human subjects, which will take place through the Ethics Committee at the IoA (IoA.ethics@ucl.ac.uk). Students should not attend 'Individual Studies Meetings' in Anthropology, as these relate to an entirely different module.

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 in the appendix section of this handbook, below. 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, email the form to the Third-Year Tutor before your appointment in June.

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 for an already-familiar 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-three weeks during term time. It is your responsibility 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 Week 7 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-three weeks during term) discussing the research with you
- Advising you and answering your questions
- Reading and commenting on a sample chapter or other body of writing from your dissertation (maximum 1,500 words) due on the **Monday after Reading Week in Term 2**.

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. 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 300 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 5-10 minutes of questions /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 percent point reduction to 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. We understand that Covid19 has forced a lot of people's research plans to change – staff as well as students – and that this can be annoying. 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 the Third Year Tutor will try to help you navigate the problem.

2. ADVICE ON UNDERTAKING RESEARCH

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 **five 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:
 - Attend the 'Welcome Back' event
 - Attend your individual meeting with the Third Year Tutor - submit your '**Orange Form**' to them in advance or at the meeting
- 2) The second deadline occurs in Week 7 in Term 1, when you meet with the Third Year Tutor to discuss your progress with your dissertation:
 - Obtain the **Pink Form** – available for download from Third Year Hub
 - 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 in advance of your meeting
- 3) The third deadline is the Monday 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 conference (schedule to be arranged).
- 5) The first deadline comes at the start of Term 3
 - Submit your dissertation on Turnitin

You should try to complete all fieldwork by Reading Week of Term 1. 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 January (Term 2) so that you can begin analysis. You should aim to write up your dissertation during Term 2.

The final preparation of the text, the list of references cited, the illustrations, captions for illustrations, formatting tables and figures, appendices, abstract, and 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 Term 1 and Term 2 when deadlines for other modules tend to come at once. 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 with 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 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 – allow ample time for your supervisor to do this, and make sure you give them all the information they need to write the letter.

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); often a digital (pdf) copy of your final dissertation is a welcome addition to their archive.

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 takes a bit learning curve to set it up. Other referencing software is available, and worth exploring, especially if you plan to continue into graduate study.

- Create a References Cited document in your notebook / computer right from the beginning and enter ALL the sources from which you are taking notes in correct bibliographic format. 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.
 - Make sure you identify those sentences which are copied as direct quotes, noting the page number(s) where you got the sentence from – it's easy to accidentally add a direct quote thinking it's your own if you haven't noted the page number/source; you then risk getting caught out for plagiarism (not matter how much of a genuine mistake it is)!
- 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
 - This category contains all the actual notes you take from your readings.
 - MAKE SURE TO KEEP TRACK OF PAGE NUMBERS.
 - 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!
 - 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.
 - 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
 - As you are reading you sometimes come across the name of a source you would like to consult.
 - 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
 - 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.
 - These can be downloaded from a computer or photocopied and put in a binder or folder.
- Figures, Maps, Tables
 - You might want to keep photocopied figures, maps, etc. in a separate folder.
 - These can later be adapted for your own use.
 - 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 Term 2-3.

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 **POSSIBLY SUBJECT TO COVID19 RESTRICTIONS, SEE SECTION 1.41**

Some dissertation projects will involve practical work undertaken in one of the Institute's laboratories. If so, make sure that you take appropriate module 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 if possible. 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 *POSSIBLY SUBJECT TO COVID19 RESTRICTIONS, SEE SECTION 1.41*****

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 fieldwork requirement. Normally, it is possible to use up to 3 weeks of your fieldwork requirement towards 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.

2.8 Museum work *POSSIBLY SUBJECT TO COVID19 RESTRICTIONS, SEE SECTION 1.41*****

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.

2.9 Use of the Institute's photography 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 Sandra Bond, Facilities Manager and Environmental Laboratory Manager at: sandra.bond@ucl.ac.uk

2.10 Using UCL computer facilities

Undergraduate computing facilities are provided by 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/>

2.11 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.

2.12 Advice on preparation of the dissertation

Preparing the text and using word processing

An important aspect of writing your 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 journals 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)
- Always make a back-up copy onto cloud storage or memory stick whenever you finish a typing session
- For extra security, make two copies on separate storage media, one of them online.

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.

UCL Writing Lab has a range of resources available to help students with dissertation writing – we strongly recommend that you look at their website and consider whether their sessions or resources are likely to be of use to you.

Length - what is and what is not included in the word length

The word limit for the dissertation text is **10,000 words**. This excludes title page, contents page, lists of figures and tables, abstract, preface, acknowledgements, tables, captions, appendices and bibliography. In-text citations are counted towards the word count. 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 the equivalent of 20 full pages of illustrations**.

Penalties will only be imposed if you exceed the word count. There is no penalty for using fewer words, provided the material is adequately treated.

2.13 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 presented on A4 (210 x 297 cm) paper

Text should be at least **one-and-a-half-line-spaced**

Use a font such as Arial or Times New Roman in size 12 – these make it easier to read!

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

Bibliography.

Appendices (optional)

The abstract

A brief summary (**not exceeding 200 words**) of the topic, the results and main conclusions must be given on a separate page headed 'Abstract', following the title page. Look at the abstracts of journal articles for ideas of what to include and how to structure an abstract.

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 (including your dog or cat!) must be fully acknowledged here.

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 in detail in a Material and Methods section. The presentation of any evidence (in whatever form) should be presented in a Results section that precedes the discussion of it. Make sure that within your Discussion there is a clear distinction between fact and hypothesis. Conclusions allow you to return 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.

2.14 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.

2.15 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.

2.16 Figures and captions

There is no obligation to illustrate your dissertation; most students choose, however, to use figures of one form or another. The correct use of figures 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 to a feature can help.
- Photographs taken using microscope equipment, especially scanning electron micrographs, usually require a scale bar and arrow(s) pointing out the relevant features. This is usually better than trying to describe the location of a feature in a caption.
- Make sure that all figures 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 figures are referred to in the text in numerical order and that they occur in this order.
- Make sure that all your figures are relevant to the topic under discussion - an irrelevant illustration, however well presented, can result in a lower mark.
- If you adapt a figure 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 figures**. 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 figures from published or unpublished sources. If you need to use more than 20 pages of figures, then you should ask your Supervisor for permission.

You may choose to have the figures 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 figures in different places throughout the text, it is probably best if you put them at the end of a sub-section so that the reader can locate them easily. If each of your figures is only referred to once or twice then the former is more appropriate.

Captions to figures 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 essential information (that should normally be included within the text) in a figure caption.

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).

2.17 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 (see *appendices* below).

2.18 References Cited

A list of the sources you have cited in the text, in captions, or in tables should be included at the end of your dissertation 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 at 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:

Fleming, S. 1976. *Dating methods in archaeology: a guide to scientific techniques*. London: J M Dent.

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*). Place of publication: Publisher, page range (pp. xx-xx).

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:

Allen, D. F. 1971. British potin coins, in D. Hill and M. Jesson (eds), *The Iron Age and its hill-forts: papers presented to Sir Mortimer Wheeler on the occasion of his eightieth year at a conference held by the Southampton University Archaeological Society, 5-7th March 1971*. Southampton: Southampton University Archaeological Society, pp. 127-154.

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

Seaman, D.W. Chocolate imagery in avant-garde art, in A. Szogyi (ed.), *Chocolate: Food of the Gods*. London: Greenwood Press, pp. 93-8.

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:

Beck, C. W. (ed.), 1974. *Archaeological chemistry: a symposium sponsored by the Division of the History of Chemistry at the 165th meeting of the American Chemical Society, Dallas, Texas, April 9- 10, 1973*. (Advances in Chemistry Series 138). Washington: American Chemical Society.

Szogyi, A. (ed.). 1997. *Chocolate: Food of the Gods*. London: Greenwood Press.

For articles in periodicals:

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

Piggott, S. 1947. A new prehistoric ceramic from Baluchistan. *Ancient India*. 3, 131-142.

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:

Falchetti, A. M. 1976. *The goldwork of the Sinu region, northern Colombia*. Unpublished MPhil thesis, University of London.

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:

Bernal, M. 2000. Afrocentrism and Two Historical Models for the Foundation of Ancient Greece, paper prepared for the Encounters with Ancient Egypt, Institute of Archaeology, University College London, 16-18 December 2000. Retrieved 27 February 2001 from World Wide 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:

Zagarell, A. 2001. Nilgiri Archaeological Finds I. Rock Art. Retrieved on 27 February 2001 from World Wide Web: <http://lab2.cc.wmich.edu/~zagarell/arc.htm>

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>)

2.19 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. [Still reading? Good. Email me a picture of your favourite dog. No prizes are awarded for this, just my respect]. 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's 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.

You should also be careful to avoid self-plagiarism in your dissertation. Self-plagiarism is re-using material from your own work without acknowledgement, for example parts of an essay you have written for another course. If you are uncertain about whether your dissertation work is too similar to any of your previous work, consult your Supervisor for clarification.

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

- At the start of Term 1 (Autumn) you should send the Third Year Tutor 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 Week 7 in Term 1 (Autumn), an update of your dissertation progress (to be completed on the **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 Monday 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. Work received later than this deadline may not be read.

3.2 Submission

You should submit the dissertation online through Turnitin on [DATE] XXXX (see deadline on p2 of this

handbook).

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.

Turnitin

You must submit the **whole** of your dissertation, including all images and bibliography, to ARCL0047 (A Detailed Study of a Selected Topic) in Moodle by midnight on the submission day. Note that Turnitin will not be used to check your word count. Do take care to run your dissertation through Turnitin well in advance of submission.

3.3 Extensions

All requests for extensions must be submitted on the standard UCL Extenuating Circumstances form, together with supporting documentation, to Judy Medrington (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 <https://www.ucl.ac.uk/srs/academic-manual/c4/extenuating-circumstances/principles>

Those with long-term difficulties should contact UCL Student Support and Wellbeing to make special arrangements. All enquiries with regard to the granting of extensions should be directed to Judy Medrington.

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 UCL's regulations, and penalties, for late submission of coursework.

3.5 Course appraisal

All modules 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.

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

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 out and refuse to permit consultation of their dissertation, please indicate this on the form.

4. PRIZES

UCL Roy Hodson Prize

The Roy Hodson Prize is given to the best dissertation of the year that deals with a prehistoric topic.

National Prizes for which IoA dissertations may be nominated:

Royal Archaeological Institute Prize: 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.

Prehistoric Society Dissertation Prize: this is awarded annually for the greatest contribution to the study of prehistory in any part of the world.

Roman Society Dissertation Prize: this is awarded biennially.

Society for Medieval Archaeology John Hurst Dissertation Prize: this is awarded annually for the undergraduate dissertation that makes the most original contribution to medieval archaeology.

Society for Post-Medieval Archaeology Dissertation Prize: an annual prize for the best undergraduate dissertation on a subject concerned with post-medieval archaeology.

APPENDIX 1

(Format for the title page of your dissertation)

Title of dissertation

Author (NB: your code, NOT your name)

Illustration (optional)

Dissertation submitted in partial fulfilment of the requirements of the Degree of
(degree registered for e.g. BA / BSc / Dual degree)
of University College London in XXXX

UCL INSTITUTE OF ARCHAEOLOGY

APPENDIX 2

UCL INSTITUTE OF ARCHAEOLOGY

ARCL0047 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 _____

APPENDIX 3

UCL INSTITUTE OF ARCHAEOLOGY

ARCL0047 UNDERGRADUATE DISSERTATION (Form B: **Orange Form)**
VACATION PROGRESS FORM

Please complete this form and give it to the Third Year Tutor in advance of your individual meeting in Week 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

Continue overleaf if necessary

SIGNATURE OF STUDENT

DATE

APPENDIX 4

UCL INSTITUTE OF ARCHAEOLOGY

ARCL0047 UNDERGRADUATE DISSERTATION (Form C: **Pink Form)**
FIRST TERM PROGRESS FORM

Please complete this form, in consultation with your Dissertation Supervisor, and send it to the Third Year Tutor in advance of your mid-term meeting in Week 7, 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 _____

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 thought 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 improved.

APPENDIX 6

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 Term 2. The presentation is a compulsory part of the Dissertation. (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 and topic

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 1000-1500 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 benchmark 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.

THE DISSERTATION HANDBOOK

PART II

STAFF RESEARCH AREAS

2022-2023

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 staff are unavailable for all or part of the year this is indicated in the right-hand column.

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. There may also be associated fieldwork projects that students could take part in to provide material to research into for their dissertation. 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 members of staff and this is the best way to make contact with them.

STAFF, RESEARCH ASSOCIATES AND HONORARIES AVAILABLE TO SUPERVISE DISSERTATIONS

ALTAWHEEL Mark PhD	Professor	Near Eastern archaeology, GIS applications, computational approaches to archaeology	m.altaweel@ucl.ac.uk	
ARROYO-KALIN Manuel PhD	Associate Professor	Historical ecology; landscape history; South American pre-Columbian history and archaeology	m.arroyo-kalin@ucl.ac.uk	
BEVAN Andrew PhD	Professor	Value theory; GIS applications; the Bronze Age eastern Mediterranean	a.bevan@ucl.ac.uk	
BRIDGE Martin PhD	Lecturer	Dendrochronology; use of living trees and historical timbers to aid analyses; responses of trees to environmental change; investigation of methodologies for tree ring dating	martin.bridge@ucl.ac.uk	
BROOKES Stuart PhD	Lecturer	Development of towns, particularly ports and strongholds. Databasing and quantitative analysis of inter-disciplinary data. Geographical approaches to state formation. Archaeology of SE England	s.brookes@ucl.ac.uk	
BUTLER Beverley PhD	Reader	Cultural heritage; museum studies: cultural rights; heritage myth and memory; maritime and museum history; landscape; cultural revivalism; Alexandrian and Egyptian cultural heritage	beverley.butler@ucl.ac.uk	
Carroll Ian MA	Lecturer	Museums; collections managements	i.carroll@ucl.ac.uk	
CHARLTON Mike PhD	Lecturer	Archaeometallurgy, iron smelting in Sudan	m.charlton@ucl.ac.uk	
FENWICK, Corisande PhD	Associate Professor	Roman, Late Antique and Islamic archaeology & history; North Africa and the Mediterranean in the 1st millennium AD; comparative empire and state formation	c.fenwick@ucl.ac.uk	On research leave until 2025
FULLER Dorian PhD	Professor	Archaeobotany; early agriculture; South Asian archaeology; Nubian archaeology	d.fuller@ucl.ac.uk	

FREESTONE Ian PhD	Professor	Technology and production of glass, ceramics and metals, structure and microscopy of early materials	i.freestone@ucl.ac.uk	
GARDNER Andrew PhD	Professor	Roman Empire; archaeological perspectives on social agency and identity	andrew.gardner@ucl.ac.uk	
GARRARD Andrew PhD	Reader	Early prehistory of Western Asia; behavioural changes relating to the origin of modern humans; origins of cultivation and pastoralism; palaeoenvironmental reconstruction; faunal analysis	a.garrard@ucl.ac.uk	
GRAHAM Elizabeth PhD	Professor	Maya archaeology; Spanish colonial period; coastal adaptations; Belize; Cuba; urban environments and ecology	e.graham@ucl.ac.uk	
HAMILTON Sue PhD	Professor	Landscape archaeology, archaeology of Rapa Nui, European prehistory, particularly first millennium BC; technological analysis of prehistoric pottery	s.hamilton@ucl.ac.uk	On leave, '22-23
HARRISON Rodney PhD	Professor	Critical Heritage Studies, heritage, multiculturalism and globalization, posthumanist theory and environmental humanities, Climate change and Anthropocene studies, Intangible and indigenous heritage, Museum studies, History and philosophy of conservation, museums, anthropology and archaeology, Archaeologies of the present and recent past, Contemporary material culture studies, Historical archaeology, Archaeologies of colonialism, Australian archaeology	r.harrison@ucl.ac.uk	
Hemer Katie PhD	Lecturer; Third Year Tutor	Human osteology, palaeopathology, funerary archeology, early medieval Britain, disability in the past, children and childhood in the past	k.hemer@ucl.ac.uk	
KING Rachel DPhil	Associate Professor	Archaeologies of the recent and contemporary past in southern Africa, particularly in marginal environments, and addressing the construction of epistemic categories such as disorder, outlaws, resistance, and heritage through innovative methodological and theoretical frameworks	tcnrki@ucl.ac.uk	On maternity leave '22-23
LAKE Mark PhD	Professor	Development and use of quantitative and computational methods for studying the past, especially agent-based computer simulation and geographical information systems	mark.lake@ucl.ac.uk	
LEGARRA HERRERO Borja PhD	Lecturer	Socio-political change in the Mediterranean, 5th - 1st Millennia BC, State formation on Bronze Age Crete, later prehistory of South East Spain, Knossos Urban Landscape Project	b.legarra@ucl.ac.uk	
LOCKYEAR Kris PhD	Senior Lecturer	Late Iron Age and Roman archaeology, including numismatics; East European (especially Romanian) history and archaeology; ethnicity and nationalism; field methods; statistics in archaeology; typesetting and publication	k.lockyear@ucl.ac.uk	
MACDONALD Kevin PhD, Director of IoA	Professor	History and prehistory of the peoples of West Africa (including the Diaspora)	ioa-director@ucl.ac.uk	
MACPHAIL Richard PhD	Senior Research Fellow	Soil micromorphology of archaeological soils and sediments	r.macphail@ucl.ac.uk	
MARTIN Louise PhD	Professor	Vertebrate zooarchaeology; animal behaviour and ecology; the role of animals	louise.martin@ucl.ac.uk	

		in past societies, focusing on prehistoric Western Asia		
Mire Sada PhD	Associate Professor	Somalia and Somaliland, material culture, heritage	sada.mire@ucl.ac.uk	
MOSHENSKA Gabe PhD	Associate Professor	Archaeology, anthropology and history of modern conflict; community archaeology; public archaeology; history and philosophy of archaeology	g.moshenska@ucl.ac.uk	
MOUSSOURI Theano PhD	Professor	Museum education and communication; exhibition development	t.moussouri@ucl.ac.uk	
NAESER Claudia DPhil	Associate Professor	Archaeology of Egypt and Nubia from prehistory to Islam, funerary archaeology, the social and political dimensions of archaeological practice; the production, appropriation and consumption of archaeological heritage places in the contemporary world	c.naeser@ucl.ac.uk	Away Jan-Sept 2022
OLIVER José PhD	Reader	Archaeology of Latin America; complex 'chiefdom' societies in the Caribbean and South America; origins of agriculture and paleoeconomic systems in the South American neotropical forests	j.oliver@ucl.ac.uk	
PARKER PEARSON Mike PhD	Professor	The archaeology of death; later prehistory of Britain and Northern Europe; the archaeology of Madagascar and the western Indian Ocean	m.parker-pearson@ucl.ac.uk	
PERRING Dominic PhD	Director, Field Arch Unit	Archaeology of Urban societies, management of the urban archaeological resource, cities of the Roman Empire	d.perring@ucl.ac.uk	
PETERS Renata PhD	Associate Professor	Technology and conservation of ethnographic artefacts	m.peters@ucl.ac.uk	
POPE Matt PhD	Principal Research Associate	Palaeolithic archaeology, the interpretation of archaeological datasets, Archaeology of Human Evolution	m.pope@ucl.ac.uk	
QUINN Patrick PhD	Principal Research Fellow	Materials analysis, ceramic petrography, prehistoric Mediterranean	patrick.quinn@ucl.ac.uk	
QUIRKE Stephen PhD	Professor	History of institutionalisation in Bronze Age Egypt: communications technologies (manuscript/inscription); collections formation in history of science	s.quirke@ucl.ac.uk	
RADIOJEVIC Miljana PhD	Associate Professor	Eurasian Prehistory, Archaeological Sciences (Materials Science), archaeometallurgy, evolution of metallurgical craftsmanship	m.radiojevic@ucl.ac.uk	
RANDO, Carolyn PhD	Associate Professor	Forensic Anthropology, Bioarchaeology and Biological Anthropology, Skeletal biomechanics, Paleopathology and Palaeoepidemiology, Biomechanical adaptation of the jaw, Dental Anthropology and Bioarchaeology of Japan	c.rando@ucl.ac.uk	On sabbatical '22-23
REID Andrew PhD	Senior Lecturer	Archaeology of Eastern and Southern Africa; livestock and complex societies; historical archaeology	a.reid@ucl.ac.uk	
REYNOLDS Andrew PhD	Professor	Early medieval archaeology of NW Europe, archaeology of standing buildings, methodologies employed in archaeology of documented periods	a.reynolds@ucl.ac.uk	
RIVA Corinna PhD	Associate Professor	Mediterranean Archaeology	c.riva@ucl.ac.uk	
ROBERTS Mark BA	Senior Research Fellow	Palaeolithic southern Britain; excavation of Boxgrove, West Sussex	mark.roberts@ucl.ac.uk	
SCHADLA-HALL Tim MA	Reader	Public archaeology; museums management; archaeology and the law; illicit antiquities; country houses; the early mesolithic in North-west Europe	t.schadla-hall@ucl.ac.uk	

SHAW Julia PhD	Associate Professor	Archaeology of South Asia; urbanisation, social and religious change; ancient water management; ritual landscapes; archaeology, religion and politics	julia.shaw@ucl.ac.uk	
SHENNAN Stephen PhD	Professor	Archaeological theory; European Neolithic and Bronze Age	s.shennan@ucl.ac.uk	
SHIPTON Ceri PhD	Lecturer	Cognitive archaeology, Acheulean, Lithic Technology, Human Evolution, Palaeolithic	c.shipton@ucl.ac.uk	
SILLAR Bill PhD	Professor	Archaeology and ethnography of the Andes; ceramics; material culture and technology; ethnoarchaeology	b.sillar@ucl.ac.uk	On sabbatical '22-23
SOMMER Ulrike PhD	Senior Lecturer	European Neolithic; public archaeology	u.sommer@ucl.ac.uk	
SPARKS Rachael PhD	Associate Professor	Material culture studies relating to the Near East	r.sparks@ucl.ac.uk	
STEELE, James PhD	Professor	Hunter-gatherer behaviour and archaeology; peopling of the Americas; archaeology and history of highland Scotland; archaeological theory	j.steele@ucl.ac.uk	
STEVENS Rhiannon DPhil	Associate Professor	Developing isotope analysis methodologies, the influence of climate on past human societies, Investigating the effects of climate and physiology on animal body isotopic values, Reconstructing the diet of past human and animal population through bimolecular techniques	rhiannon.stevens@ucl.ac.uk	
STEVENSON, Alice PhD	Associate Professor	Museum collections and archives, histories of museums and archaeology, Egyptian archaeology, Predynastic Egypt and Nubia, burial rituals, social identities and material engagement	alice.stevenson@ucl.ac.uk	
SULLY Dean PhD	Associate Professor	Conservation of organic materials	d.sully@ucl.ac.uk	
Tanner Jeremy PhD	Professor	Sociological and anthropological approaches to art, art as material culture; art and the representation of the past; tourism, heritage and the recycling of the classical past	j.tanner@ucl.ac.uk	
WATTS, Rebecca PhD	Lecturer	Human osteology, palaeopathology	r.watts@ucl.ac.uk	
WENGROW David PhD	Professor	Archaeology of the Middle East and neighbouring regions; conceptualising East-West interaction; approaches to material culture, art and aesthetics; history of archaeology and anthropology	d.wengrow@ucl.ac.uk	
WHITELAW Todd PhD	Professor	Aegean archaeology; landscape archaeology; ethnoarchaeology; complex societies; ceramics; archaeological method and theory	t.whitelaw@ucl.ac.uk	
WILLIAMS Tim BA	Professor	Professor of Silk Roads Archaeology	tim.d.williams@ucl.ac.uk	
Wordsworth Paul PhD	Associate Professor	Islamic archaeology	paul.wordsworth@ucl.ac.uk	
WRIGHT Katherine PhD	Associate Professor	Archaeology of the Levant and southern Anatolia; neolithic societies; trade and early urbanism; food processing and prehistoric diet; anthropological approaches to archaeology	k.wright@ucl.ac.uk	
ZHUANG Yijie PhD	Associate Professor	Geoarchaeology; Early Agriculture, Ecological Diversity and Landscape Change in the Early Neolithic of North China	y.zhuang@ucl.ac.uk	