

Drawing Scale Plans and Sections

Every drawing must include:

Site name Site code SMR number	As with all records, these are added to each drawing so that the records from one site can be distinguished from another.
Name of drafts person	Is included so that if there are any queries the correct people can be asked.
Date	Is important so that if a series of drawings is made of one feature or area it is easy to work out which drawing was made first.
Title of the drawing	Helps to identify the drawing easily.
Drawing scale	The scale of the drawing needs to be known so that accurate details can be taken from it.
Context numbers Useful annotations	These help to identify the archaeology recorded on the drawing and where necessary notes will clarify details about individual contexts, or will give details about the archaeology or drawing which are difficult to represent clearly in a drawing.
Level of the datum or Levels across the plan	The fixed points of the levels will locate the drawings vertically within the archaeological excavation. See also the relevant sections above and below.
Datum nails or Grid pegs & co-ordinates	The fixed points of grid pegs and co-ordinates or datum nails will locate the drawings horizontally within the archaeological excavation. See also the relevant sections above and below.
Cardinal points, i.e. north, south, east, west, etc. or North indicator	These will relate the drawing to north so that the orientation of features can be determined.

Each drawing must also be entered on the Drawings Register:

Drawing Number	The next consecutive number on the list.
Sheet Number	The number of the sheet that the new drawing will be made on or, if the sheet is a new one, the next consecutive sheet number.
Plan / Section	Whether the drawing is a plan, section drawing, or elevation drawing.
Description	A very brief description of what the drawing shows, e.g. Plan of Area A or North-facing section of Cut 5006.
Scale	The scale of the drawing, e.g. 1:10 or 1:20.
Date & Name	Write your name and the date so that if there are any queries or questions your supervisor can get back to you.