



# Pofatu Data Submission Guidelines

Thank you for contributing your data to the Pofatu Database.

These guidelines will help you fill in the Pofatu Data Submission Template.

The workbook contains 4 different spreadsheets to help catalog

- (1) bibliographical sources,
- (2) sample information,
- (3) compositional data,
- (4) analytical metadata.

Please do not edit spreadsheet 5 'Vocabularies'

For each sample, this information is stored and associated with different identifiers which are used as primary and foreign keys in our relational database:

3 **Source IDs** (data, artefact, site), 1 **Sample ID**, 1 **Artefact ID**, and 1 or more **Method IDs**.

These identifiers are case and space sensitivity, and must respect the format indicated below.

These identifiers are case and space sensitive which will be edited during the data validation process. It is nonetheless necessary to provide consistent identifiers when contributing a new dataset. The authors of new datasets are asked to use the format below:

Dataset ID: [Author] [ - ] [Publication date] [ - ] [Title item]

Source ID: [Author] [ - ] [Publication date] [ - ] [Title item]

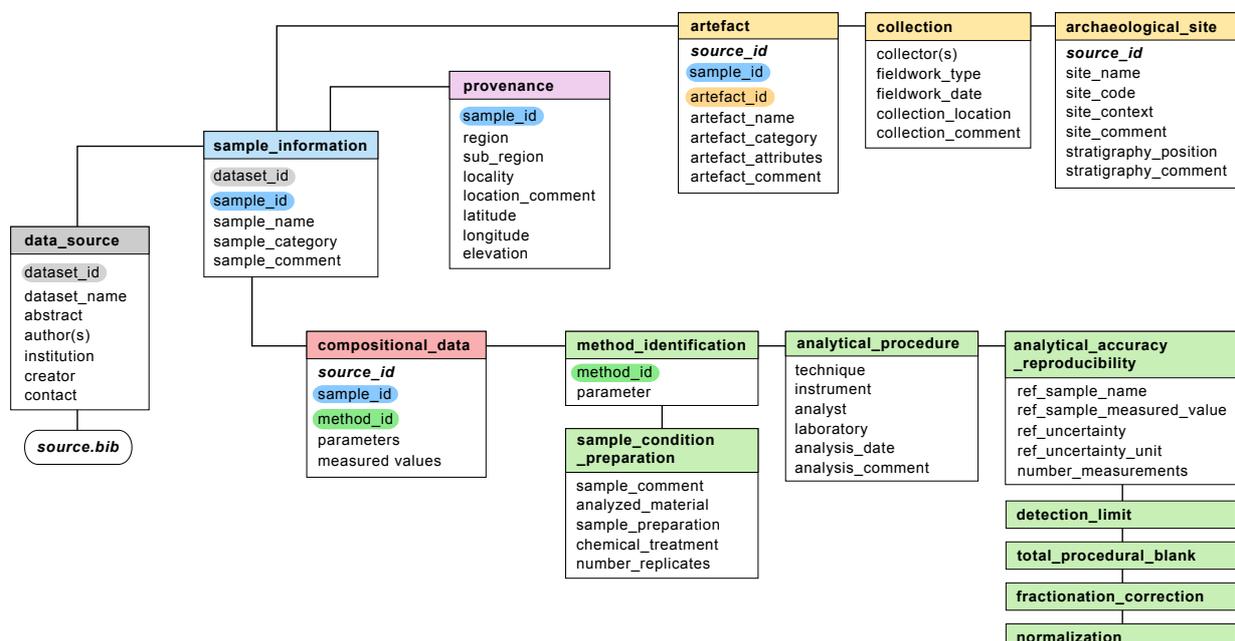
Sample ID: [Source ID 1] [ \_ ] [Sample name]

Artefact ID: [Artefact name] [ - ] [Site name]

Method ID: [Source ID 1] [ \_ ] [A], [Source ID 1] [ \_ ] [B] , etc.

Please let us know if your dataset contains duplicates (same sample name/ID measured more than once with the same analytical method).

Content and color code of the template:





# Pofatu Data Submission Guidelines

## 1. Data source

### 1.1. Dataset

| Entry                     | Description                            | Required format                               |
|---------------------------|--|---|
| Dataset ID                | Synthetic citation of the dataset      | [Author][-][Publication date][-][Title item]* |
| Title                     | Descriptive title of the dataset       | <50 words                                     |
| Abstract                  | Brief description of dataset           | <50 words                                     |
| Authors(s)                | Author(s) of the dataset               | Last name, First name                         |
| Institution of the author | Institution(s) of the author(s)        | Name of the institution; Country              |
| Creator                   | Person who fills out this template     | Last name, First name                         |
| Contact info              | Contact of the creator of the template | Professional email address                    |

\* The "Author" item should be the first author's name capitalized. The "Title" item should be the journal abbreviation in uppercase, or a keyword from the book/chapter title in lowercase.

### 1.2. Citation 1: Data

| Entry                | Description  | Required format                               |
|----------------------|--|---|
| Source ID 1          | Short citation of the published geochemical data     | [Author][-][Publication year][-][Title item]* |
| Complete reference 1 | Complete reference of the published geochemical data | Citation style: Nature                        |
| DOI 1                | Digital Object Identifier of Complete reference 1    | DOI if available                              |

\* The "Author" item should be the first author's name capitalized. The "Title" item should be the journal abbreviation in uppercase, or a keyword from the book/chapter title in lowercase.

### 1.3. Citation 2: Artefact

| Entry                | Description   | Required format                               |
|----------------------|---|---|
| Source ID 2          | Short citation of the published description of the parent artefact                      | [Author][-][Publication year][-][Title item]* |
| Complete reference 2 | Complete reference of the reference to the published description of the parent artefact | Citation style: Nature                        |
| DOI 2                | Digital Object Identifier of Complete reference 2                                       | DOI if available                              |

\* The "Author" item should be the first author's name capitalized. The "Title" item should be the journal abbreviation in uppercase, or a keyword from the book/chapter title in lowercase.

### 1.4. Citation 3: Site

| Entry                | Description   | Required format                               |
|----------------------|---|---|
| Source ID 3          | Short citation of the published description of the related archaeological site                      | [Author][-][Publication year][-][Title item]* |
| Complete reference 3 | Complete reference of the reference to the published description of the related archaeological site | Citation style: Nature                        |
| DOI 3                | Digital Object Identifier of Complete reference 3   | DOI if available                              |

\* The "Author" item should be the first author's name capitalized. The "Title" item should be the journal abbreviation in uppercase, or a keyword from the book/chapter title in lowercase.



# Pofatu Data Submission Guidelines

## 2. Sample information and archaeological provenance

### 2.1.1. Sample identification

| Entry           | Description  | Required format                                       |
|-----------------|--|---|
| Source ID 1     | Short citation of the published geochemical data         | Content must match citation code 1 in section 1.2     |
| Sample name     | Original sample identification                           | Name given in the original publication of the dataset |
| Sample ID       | Unique ID of individual sample generated for Pofatu      | [Citation code 1][ _ ][Sample name]                   |
| Sample category | Status of the analyzed sample                            | Drop-down list: Source, Artefact                      |
| Sample comment  | Supplementary information about the status of the sample | eg. "Artefact used as a source"                       |

### 2.1.2. Petrographic description

| Entry       | Description  | Required format               |
|-------------|--|-------------------------------|
| Petrography | Petrographic description of the sample: texture, minerals, etc.            | Short description (<50 words) |
| Comments    | Supplementary information about the petrographic description of the sample | Short description (<50 words) |

## 2.2. Archaeological provenance, description and location of parent artefacts and associated sites.

### 2.2.1. Provenance

| Entry            | Description  | Required format   |
|------------------|--|---|
| Region           | Name of the territory where the parent artefact was collected                | Name of the archipelago, island group, etc.               |
| Sub-region       | Name of the region where the parent artefact was collected                   | Name of the island, region, etc.                          |
| Locality         | Name of the locality where the parent artefact was collected                 | Site name, or village, valley, river, stream, etc.        |
| Location comment | Supplementary information about the original location of the parent artefact | <20 words   |
| Latitude         | Coordinates  | Decimal degrees (negative for south of the equator)       |
| Longitude        | Coordinates  | Decimal degrees (negative for west of the prime meridian) |
| Elevation        | Altitude above the sea level   | In meters   |



# Pofatu Data Submission Guidelines

## 2.2.2. Artefact identification

| Entry                | Description  | Required format   |
|----------------------|--|---|
| Source ID 2          | Short citation of the published description of the parent artefact | Content must match 2 in section 1.3   |
| Artefact name        | Original artefact identification                                   | Name given in the original publication of the parent artefact   |
| Artefact category    | Typological category of the parent artefact                        | Drop-down list: Adze, Adze preform, Chisel, Cobble, Core, Flake, Geological, Grindstone, Hammerstone, NA                                |
| Artefact description | Fragmentation of the parent artefact                               | Drop-down list: Complete, Fragment (proximal, mesial, distal, or undetermined), Natural dyke, Natural boulder/cobble, Natural prism, NA |
| Artefact comments    | Supplementary description of the parent artefact                   | <50 words   |

## 2.2.3. Archaeological collection

| Entry                       | Description   | Required format          |
|-----------------------------|---|--------------------------|
| Collector                   | Principal investigator in charge of the fieldwork             | Last name, First name    |
| Fieldwork                   | Type of field research  | "Survey" or "Excavation" |
| Fieldwork date              | Period of the field research                                  | Year(s)                  |
| Collection storage location | Name of the institution managing the collection               | <10 words                |
| Collection comment          | Supplementary information about the archaeological collection | <50 words                |

## 2.2.4. Site identification

| Entry                  | Description   | Required format   |
|------------------------|---|---|
| Source ID 3            | Short citation of the related archaeological site         | Content must match Source ID 3 in section 1.4   |
| Site name              | Original site identification 1                            | Name given in the original publication of the related archaeological site   |
| Site code              | Original site identification 2                            | Code given in the original publication of the related archaeological site   |
| Site context           | Context of the related archaeological site                | Drop-down list: Agricultural, Burial, Ceremonial, Domestic, Defensive, Midden, Natural, Quarry, Rockshelter, Workshop, NA |
| Site comments          | Supplementary information about the archaeological site   | eg. Precision about the archaeological context  |
| Stratigraphic position | Original stratigraphic context of the parent artefact     | "Surface" or Stratigraphic unit, Layer, etc.  |
| Stratigraphy comments  | Supplementary information about the stratigraphic context | eg. Section, Square, etc.   |

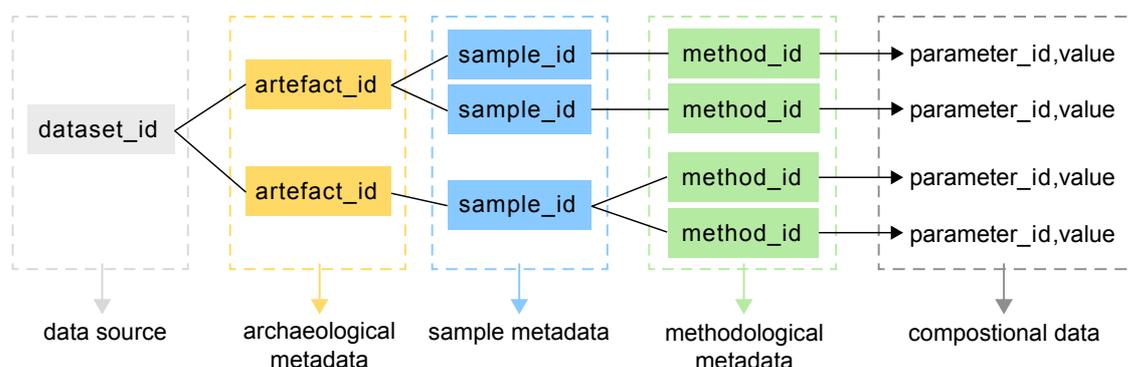


# Pofatu Data Submission Guidelines

## 3. Compositional data

NB: In spreadsheet 2 ('Sample Info & archaeological provenance'), several lines can be associated with the same Artefact ID if an artefact was sampled and analyzed more than once.

In spreadsheet 3 ('Compositional data'), several lines can be associated with the same Sample ID if the same sample was analyzed more than once with the same or different analytical technique.



### 3.1. Sample & Method identification (content must match 2.1.1 and 4.1.1)

| Entry       | Description   | Required format                               |
|-------------|---|---|
| Source ID 1 | Short citation of the published geochemical data    | Content must match Source ID 1 in section 1.2 |
| Sample ID   | Unique ID of individual sample generated for Pofatu | Content must match Sample ID in section 2.1.1 |
| Method code | Unique identifier                                   | Must match Method code in section 4.1         |

### 3.2. Measured values

| Entry (fixed parameters)                | Description   | Required format  |
|---|---|--|
| Major elements                          | Measured values of oxides (wt%)   | Decimal separator must be a dot  |
| Trace elements                          | Measured values of trace elements and REE (ppm)   | Decimal separator must be a dot<br>No separator of thousands                                 |
| $^{143}\text{Nd}/^{144}\text{Nd}$ ratio | $^{143}\text{Nd}/^{144}\text{Nd}$ value<br>$^{143}\text{Nd}/^{144}\text{Nd}$ Standard Deviation value<br>$^{143}\text{Nd}/^{144}\text{Nd}$ SD sigma | Decimal separator must be a dot<br>Decimal separator must be a dot<br>$1\sigma$ or $2\sigma$ |
| $^{87}\text{Sr}/^{86}\text{Sr}$ ratio   | $^{87}\text{Sr}/^{86}\text{Sr}$ value<br>$^{87}\text{Sr}/^{86}\text{Sr}$ Standard Deviation value<br>$^{87}\text{Sr}/^{86}\text{Sr}$ SD sigma       | Decimal separator must be a dot<br>Decimal separator must be a dot<br>$1\sigma$ or $2\sigma$ |
| $^{206}\text{Pb}/^{204}\text{Pb}$ ratio | $^{206}\text{Pb}/^{204}\text{Pb}$ value<br>$^{206}\text{Pb}/^{204}\text{Pb}$ Standard Deviation value<br>$^{206}\text{Pb}/^{204}\text{Pb}$ SD sigma | Decimal separator must be a dot<br>Decimal separator must be a dot<br>$1\sigma$ or $2\sigma$ |
| $^{207}\text{Pb}/^{204}\text{Pb}$ ratio | $^{207}\text{Pb}/^{204}\text{Pb}$ value<br>$^{207}\text{Pb}/^{204}\text{Pb}$ Standard Deviation value<br>$^{207}\text{Pb}/^{204}\text{Pb}$ SD sigma | Decimal separator must be a dot<br>Decimal separator must be a dot<br>$1\sigma$ or $2\sigma$ |
| $^{208}\text{Pb}/^{204}\text{Pb}$ ratio | $^{208}\text{Pb}/^{204}\text{Pb}$ value<br>$^{208}\text{Pb}/^{204}\text{Pb}$ Standard Deviation value<br>$^{208}\text{Pb}/^{204}\text{Pb}$ SD sigma | Decimal separator must be a dot<br>Decimal separator must be a dot<br>$1\sigma$ or $2\sigma$ |
| $^{207}\text{Pb}/^{206}\text{Pb}$ ratio | $^{207}\text{Pb}/^{206}\text{Pb}$ value<br>$^{207}\text{Pb}/^{206}\text{Pb}$ Standard Deviation value<br>$^{207}\text{Pb}/^{206}\text{Pb}$ SD sigma | Decimal separator must be a dot<br>Decimal separator must be a dot<br>$1\sigma$ or $2\sigma$ |
| $^{208}\text{Pb}/^{206}\text{Pb}$ ratio | $^{208}\text{Pb}/^{206}\text{Pb}$ value<br>$^{208}\text{Pb}/^{206}\text{Pb}$ Standard Deviation value<br>$^{208}\text{Pb}/^{206}\text{Pb}$ SD sigma | Decimal separator must be a dot<br>Decimal separator must be a dot<br>$1\sigma$ or $2\sigma$ |
| Geochronology                           | Age (Ma)<br>Age Standard deviation  | Decimal separator must be a dot<br>Decimal separator must be a dot                           |



# Pofatu Data Submission Guidelines

## 4. Primary analytical & method-specific metadata

NB: In spreadsheet 4 ('Analytical metadata'), the same 'Method ID' will be associated with the same 'Parameter' if more than one 'Reference sample' is reported in section 4.1.2.

All the parameters documented in spreadsheet 3 should be referenced and metadata should be provided in spreadsheet 4.

### 4.1. Method identification

| Entry     | Description   | Required format                                    |
|-----------|---|--|
| Method ID | Identifier specific to the production of the compositional data | [Source ID 1][ _ ][A], [Source ID 1][ _ ][B], etc. |
| Parameter | Geochemical parameter analyzed                                  | Content must match the parameters in section 3.3   |

### 4.2. Individual sample condition and preparation

| Entry                | Description   | Required format  |
|----------------------|---|--|
| Analyzed material 1  | Description of the type of material analyzed                              | Drop-down list: Whole rock, Fused disk, etc.                                 |
| Analyzed material 2  | Description of the sample analyzed  | Drop-down list: Core sample, Sample surface, etc.                            |
| Sample preparation   | Primary transformation of the sample                                      | e.g. "Crushed in agate mill, sieved at 500 microns"                          |
| Chemical treatment   | e.g. whole rock samples were dissolved in 0.1M HF + 5.0M HNO <sub>3</sub> | e.g. "Whole rock samples were dissolved in 0.1M HF + 5.0M HNO <sub>3</sub> " |
| Number of replicates | If average of more than 1 value   | Leave blank if only 1 value  |

### 4.3. Analytical procedure

| Entry            | Description  | Required format   |
|------------------|--|---|
| Technique        | Analytical technique                                     | Drop-down list: XRF, EDXRF, WDXRF, ICP-AES, etc.          |
| Instrument       | Measurement equipment                                    | Brand and model of the machine                            |
| Laboratory       | Name of the institution                                  | <10 words   |
| Analyst          | Name(s) of the analyst(s)                                | Last name, First name                                     |
| Analysis date    | Period of the analysis                                   | Year(s)   |
| Analysis comment | Supplementary information about the analytical procedure | eg. Reference to the method description in the literature |



# Pofatu Data Submission Guidelines

## 4.4. Analytical accuracy and reproducibility: Standards

| Entry                           | Description   | Required format   |
|---------------------------------|---|---|
| Reference sample name           | Name of the international standard measured   | Multiple entries for the same parameter must be created if more than 1 international standard is reported |
| Reference sample measured value | Measured value of the international standard. NB: Several international standards may be reported | Multiple entries for the same parameter must be created if more than 1 international standard is reported |
| Reference uncertainty           | Standard deviation  | Multiple entries for the same parameter must be created if more than 1 international standard is reported |
| Reference uncertainty unit      |   | e.g. ppm, wt%   |
| Number of measurements          | If average of more than 1 value   | Leave blank if only 1 value   |

## 4.5. Analytical accuracy and reproducibility: detection limit, blank, normalization

| Entry  | Description                      | Required format                             |
|--|----------------------------------|---|
| Detection limit                                | Lower limit of detection<br>Unit | Decimal separator must be a dot<br>e.g. ppm |
| Total procedural blank                         | Blank value<br>Unit              | Decimal separator must be a dot<br>e.g. ppm |
| Fractionation correction for isotopic analyses | Geochemical parameter analyzed   | e.g. Nd146_Nd144                            |
|  | Name of the sample measured      | e.g. La Jolla                               |
|  | Measured value of the sample     | Decimal separator must be a dot             |
|  | Reference sample accepted value  | Decimal separator must be a dot             |
| Normalization                                  | Reference sample name            | e.g. JNdi-1                                 |
|  | Reference sample accepted value  | Decimal separator must be a dot             |
|  | Citation                         | if known                                    |

For any questions or comments please contact [hermann@shh.mpg.de](mailto:hermann@shh.mpg.de)