

Standards for Electronic Submission of Permit Reports

Purpose

The purpose of this document is to provide permit holders and other report-writing clients with a clear set of standards and methodology for submitting reports in electronic format. Minimum standards for the submission of electronic files are defined so that electronic versions of reports have the same utility and conform to a similar layout style.

The Advantages

- Electronic reports can be made available online for searching, viewing, downloading, printing, and ordering through the Provincial Archaeological Report Library.
- Electronic reports will thus be readily available to archaeologists, resource managers and other researchers, in a wide range of computing environments.
- Access to reports can be controlled to protect sensitive information.
- More efficient use of reports is possible, with text searchable formats and standardized bookmarking.
- Report writing and preparation of management direction is faster when quotes can be extracted from online reports.
- The report review process can be simplified when files allow attachment of comments that are available to the authors.
- Multiple reports can be stored on a single compact disc or small hard drive.
- A common standard for reports “levels the playing field” for report producers.

Electronic Report Submission Rules

Effective immediately, all final permit reports, including site alteration permit reports, must be submitted both electronically and in bound hardcopy.

Final non-permit reports may also be submitted electronically along with a bound hardcopy.

The Archaeological Permit Tracking System (APTS) is designed to allow submission of final and interim permit reports online. Once APTS is fully implemented in 2010 the Branch will require all interim and final reports prepared by the archaeological consulting community to be submitted directly into APTS, with a bound hardcopy of final reports sent as well. Final reports submitted directly into APTS do not need to be submitted on a CD ROM. Such final report submissions must include all the associated interim reports even if the interim reports were submitted previously to APTS. This is because only the final reports (including the appended interim reports) will be available in the Provincial Archaeological Report Library.

Electronic files not uploaded directly into APTS must be submitted on a compact disc (CD ROM). The disc is to be enclosed in a “sheet protector” or similar insert (like that used for photographs) that is bound in with the pages of the report. Discs are not to be stuck on with glue, tape or adhesive pockets as these all fail with time.

Standard Electronic Format for Reports

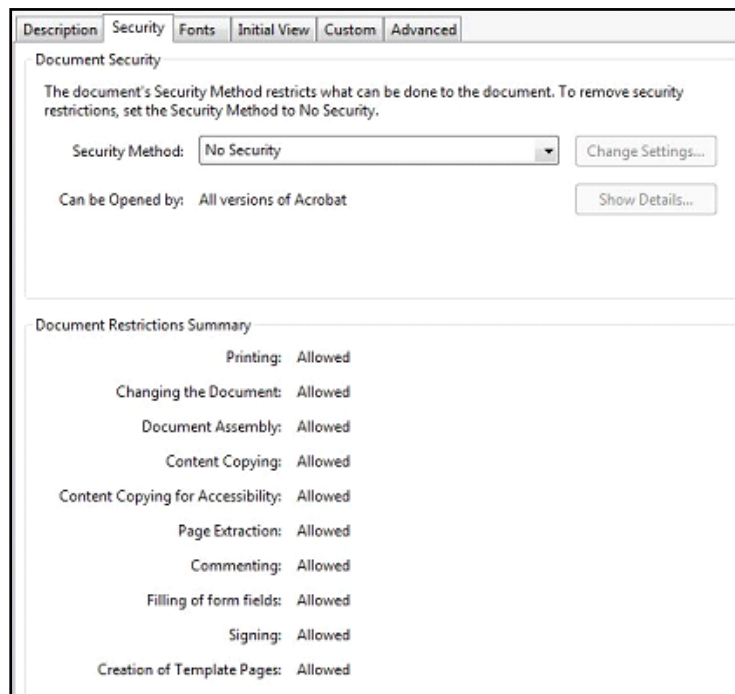
File type: The required format is a Portable Document Format (PDF) file generated directly from document files. They should be compatible with Acrobat Versions 8.x. (the higher the version, the greater the ability to reduce file size). Scanned images of report text are not acceptable, as the text cannot be searched.

File naming: *Final permit report* file names must start with the word “Report,” followed by the permit number (Report yyyy-nnnn), with no other description. *Interim report* file names should also start with the same “Report yyyy-nnnn” designation, and additional project-specific description may also be included after the permit number. *Non-permit report* files should have a short descriptive name without spaces.

- Use letters, numbers and short dashes only (as in the example), do not use other characters such as slashes, number signs or parentheses.

Font: Use commonly available fonts, such as *Times New Roman* or *Arial*. Other fonts may not be recognised by APTS nor readily open or print from all computers. Less common fonts (for instance ESRI symbols or linguistic alphabets) must be embedded in to allow printing in all environments. Some characters may not be accepted by the APTS database into fields such as title and abstract. These characters will not be searchable or displayed fully in the APTS or online library databases, but will display in the pdf files.

Security Settings: Password protection must be turned off and all other security settings must be set to “Allowed” as depicted in the example below:



This is necessary in order for the Provincial Archaeological Report Library search engine to index each document in the online library during searches.

Resolution: maximum resolution should be 200 dpi for graphics and text. Taamckiehe minimum is 96 dpi, though maps that might need to be magnified on screen should stay at 200 dpi, if file size restrictions allow.

File Size: maximum file size for the compiled *final report* is 40 megabytes [Mb], but smaller than 10 Mb is strongly preferred. For permits that will have interim reports attached, it is very important to have the *interim reports* as small as possible (less than 1 Mb, and <0.5 Mb is preferable).

- File sizes for maps can be greatly reduced by conversion of the files from programs like Autocad to lower resolution jpeg files before importing them into a MS Word document. It may also help to compress images in documents prior to creating the PDF (the “format image” function in MS Word has a “compress pictures” option).
- If compiled *final report* files must be larger than 40 Mb (after doing everything possible with resolution, image compression and removal of hidden data to reduce file size) then contact the Archaeology Branch for direction.
- If *interim reports* are very long then exceptions may be made to the 1 Mb file size restriction in consultation with the Archaeology Branch.

Cartography: Information on maps should be easily understood when reproduced in black and white. Colour used alone to convey information results in maps that cannot be faxed or legibly printed in black and white. Where colour is necessary or useful, combine it with techniques like line-coding and patterned fills, to ensure that all users can extract the information. This also applies to labels and other layers added to images.

Bookmarks: Larger reports should have bookmarks to help navigate from one section to another.

- Bookmarks should follow the relevant published guidelines for content of reports in the “BC Archaeological Impact Assessment Guidelines” and the “BC Archaeological Inventory Guidelines,” available on the Archaeology Branch website.
- Where appendices contain interim reports, a bookmark should be provided for each interim report that involves a protected site(s).
- These interim report bookmark names should include the final Borden number(s) to assist with use and review of reports.
- Short reports (under 20 pages) will not usually require bookmarks.

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Reports that are not submitted to a satisfactory standard will be returned for revisions. Returned reports are not considered as satisfying terms and conditions of permits.