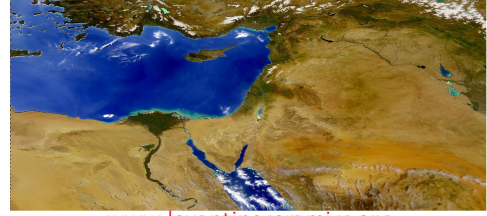




The Levantine Ceramics Project



www.levantineceramics.org

HOW TO SUBMIT INFORMATION TO THE LCP

On the LCP you can submit information on [wares & ware families](#), [petro-fabrics](#), [vessels](#), [petrographic analyses](#), [kilns and production sites](#), and [bibliography](#). This information may be new and unpublished, or long known and already published. You can submit data that you have worked on yourself, or on behalf of somebody else. The goal is to continue adding information to the site for the benefit of us all today – and for future students and scholars. For instructions, read on!

Registering on the LCP

The LCP is free and open access: it is not necessary to register in order to view information on the site. In order to submit information to the LCP, you must register. There are two categories: USER and CONTRIBUTOR. Users submit information; contributors receive credit for information. You can be *both* a user *and* a contributor; this is the case when you submit data that is derived from your own work. When you submit information on behalf of somebody else, for example already published information, you must list the original author as the contributor.

To register, click the button in the upper right of the home page, which takes you to this page: http://www.levantineceramics.org/users/sign_up. Here you should also check the box that says “Yes, make me a contributor.” This will allow you to submit and receive credit for your own data.

After registering, you can go to your profile page, which should contain your sign-up information. You may add other information here, such as a photo, CV, etc., as well as select the types of LCP notifications you would like to receive. When you click on the categories on the left side of your profile page, you can see the information that you have submitted to the site. You can also see what other LCP contributors have submitted by going to their profile pages (e.g., <http://www.levantineceramics.org/contributors/219>).

Submitting Information

On the navigation bar, select Submit and choose from the available options. Note that you do *not* need to fill in all the fields. Submission can be partial; you do not need all relevant data in order to submit information. Contributor A can submit a ware name and description; contributors B and C may submit individual vessels made in that ware; contributor D may submit a petrographic description and thin-section from one of those submitted vessels. On the ware page, everything will appear together. In addition each submission will appear on its own individual page.

Note that each submission category has a number of steps. In order to actually upload the data to the site, you must go to the final step and select SUBMIT.

Submission Tips

It is a good idea to look at an LCP display page before you submit information, so that you can see the particular types of information you will be asked to provide. Below are links to example pages for a ware/ware family, petro-fabric, kiln, and vessel.

- Ware: <https://www.levantineceramics.org/wares/late-roman-d-e-cypriot-red-slip-lrd-e-crsw>
- Petro-fabric: <https://www.levantineceramics.org/petrofabrics/transjordan-highland-terra-rossa>
- Kiln: <https://www.levantineceramics.org/kilns/camii-yikigi-pisidia-survey-project-poi216>
- Vessel: <https://www.levantineceramics.org/vessels/tm10-021>

Before you start:

- ❖ It is helpful to make a folder on your computer with the information and illustrations that you plan to submit, so that everything is in one place; this makes it easy to copy and paste text information.
- ❖ For vessel illustrations, whether drawings, photos, break photos, or thin-sections, it is helpful if the file names match the label of what is being submitted.
- ❖ If you plan to enter a ware/ware family as well as vessels associated with it, first enter the ware/ware family. That way when you go to enter the vessels, the ware/ware family will be in the system, and you can easily associate them. This also applies to petro-fabrics and kilns: enter these first, and then enter associated vessels.
- ❖ Submitting vessel illustrations is a separate step. First you must submit a vessel; then you can add an illustration. When you click submit for a vessel, the LCP will ask you if you want to enter an illustration; if yes, it will take you directly to vessel illustration submission, with the vessel registration number already entered in step 1.
- ❖ If there is associated bibliography, check the site's master bibliography to see if the reference is already there. If not, it is helpful to add it in advance so that you can easily select it when you get to that step in the submission process.

Editing/Changing Information

Contributors and users may edit any of the information that they submit, at any time. Note that only those who submitted the information and/or are listed as contributors (along with the LCP Editor) may edit. To edit, select the pencil icon from the upper right corner of the field on a display page or in the browse list. This will take you to the selected step. Once there, you may move around to any step to correct or add additional information. Don't forget to go to the final step and select SUBMIT!

Privacy Settings

In the final submission step, you may choose from four privacy options (which can be changed at any time):

- Fully public. The information will be visible to anybody who consults the site.
- LCP Contributors only
- Restricted to specified individuals. This is useful for members of a research group who may want to post data for colleagues to discuss and edit directly on the site.
- Private. The information will only be visible to the listed contributor(s). This allows somebody to submit data but hold it in reserve, compare it with other data, etc.

If you are not registered as a contributor, you will be only be able to view information that has been made "fully public."

Getting Credit and/or Citations

In the final step of submission, you should list all contributors (including yourself!) and, when possible, published bibliography. This information becomes a part of the item's record, in order to respect copyright and intellectual property. Citations may be generated for any item on the site by clicking the green "Get Citation" button at the top of a display page; these include all contributor names, the name of the page, and the date accessed. This means that every piece of data on the LCP is also a digital publication.

LCP data is shared under a creative commons non-commercial academic use license (http://creativecommons.org/licenses/by-nc-nd/3.0/deed.en_US), as explained in the privacy policy (https://www.levantineceramics.org/privacy_policy) and terms of service (https://www.levantineceramics.org/terms_of_service).

For more information about these and other topics, please consult the [instructions page](#) – or send an email with questions or concerns to the LCP editor: aberlin@bu.edu

Thank you for contributing to the LCP!