

**How to Contribute Data**  
**(November 2017)**

ORCA offers a venue for distributing digital archaeological and archival data. Datasets can include narrative, tabular, or image data. For site data, provenience information should be restricted to county-level precision (Smithsonian number) or to quad-level precision. For excavation data, precise provenience may be included if it does not incorporate a real-world referent, such as a UTM position. ORCA does not distribute data on human remains or associated or unassociated funerary objects.

Suggested ORCA datasets include:

- Metric or nominal data on artifacts or features
- Images to accompany artifact or feature data
- Catalogs for regionally or nationally significant collections
- Unpublished maps or notes on regionally or nationally significant sites
- Regional or site-specific faunal or botanical data
- Stone tool raw material data and images
- Historic maps or images

Data may be provided in any widely used file type, including Adobe Portable Document Format

(PDF) files; Microsoft Excel (XLS or XLSX) files; Microsoft Word (DOC or DOCX) files; image (JPG or TIFF) files; movie (MPEG, WMV) files; or vector (SVG) files. Tabular data may also be distributed in relational database files such as Microsoft Access (ACCDB). Image data may be distributed in Microsoft Powerpoint (PPT or PPTX) files; however, image resolution is generally restricted to 72 ppi. Individual files should be no larger than 32MB.

Paleocultural Research Group obtains permission to post all datasets on the ORCA website, apart from those already in the public domain. If you have a dataset you would like to contribute, please contact:

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