

FORMAT FOR IMAGE LABELS

The following format should now be used when writing image labels. Please adopt this style, or risk having your records returned!!

If you need to add a personal image number/code or the PAS find ID for your own reference, please write that and then follow the format below, i.e. '**KENT-123ABC: Roman Colchester Brooch (front view)**'

Format for coins:

Period	Object Type	:	Denomination	of	Ruler/authority	Image view (if more than one view of an object is attached)	Qualifiers (in cases of uncertainty)
Iron Age	Coin	:	Stater	of	Cunobelin	(obverse)	<u>Use Probable or Possible as necessary, but not '?'</u>
Iron Age	Coin	:	Unit	of	North-Eastern region		
Roman	Coin	:	Denarius	of	Hadrian		
Roman	Coin	:	Nummus	of	4th century emperor		
Medieval	Coin	:	Penny	of	Edward I	(reverse)	
Medieval	Coin	:	Half Noble	of	Edward III		

Format for other objects:

Period	Object Class	Object Type	Image view (if more than one view of an object is attached)	Qualifiers (in cases of uncertainty)
Roman	Colchester	Brooch	(front)	<u>Use Probable or Possible as necessary, but not '?'</u>
Roman	Henig type II	Finger Ring		
Medieval	Annular	Brooch		
		Harness		
Medieval	Heraldic	Pendant	(front)	
Medieval	Casket	Key (locking)		