(Appendix D from Chris Bendall's MLS Capstone 2022)

DEAD System Element Dictionary

The description of elements within this section is organized by category. Each item listed will contain the following: the element name, the element XML tag, and a definition and description of use. After the element name, the symbols (*), (o), or (r) may appear individually or in combination with one another: (*) means the field is required and a form cannot be submitted without an entry for the element, (o) signifies that the particular element is optional (only if the information is unknown or unavailable), while (r) indicates the specific element is repeatable (for example, a burial marker may be constructed out of multiple 'Materials,' requiring a new entry for the element for each type of material surveyed).

The 'Form' category serves as a grouping of information related to the recorder and the instance of recording. 'Site' contains elements to collect data regarding the location of the burial marker within the grounds as well as the burial ground's location more broadly. The 'Memorial,' 'Person,' and 'Engravings' categories are used to record information about the physical characteristics of the memorial, personal information about the deceased, and descriptive data about images, symbols, and text carved into a memorial, respectively. The elements within these categories describe marker shapes, materials, conditions, names, dates, occupations, relationships, beliefs, and aesthetics. The Photographs category is used to describe information relating to digital photographs taken of a specific memorial and upload scans of the physical recordation sheets. Partial information for the photos is recorded at the site of the marker, with the remaining data completed at the point of digital upload of all information and images.

Descriptive Elements for Archival Databases [DEAD] System Dictionary

Element Name (*, o, r) <Element_XML_Name>	Category	Element Definition
Recorder Name (*) <recorder_name>	Form	Record the name of the person completing the grave marker survey form with at least one forename and one surname—full and legal names are preferred but not required, it can be the recorder's preferred name, but it should be their commonly referred to name and identifiable (e.g., Samantha Taylor Scott may go by, and choose to record their name, as Sam Scott, Sam T. Scott, Samantha Taylor, etc.).
Recorder Phone (o) <recorder_phone>	Form	Record a phone number belonging to the recorder so that contact is possible if questions or errors arise. This field is strongly suggested but remains optional to protect the privacy of the recorder.
Recorder Email (o) <recorder_email>	Form	Record an email belonging to the recorder so that contact is possible if questions or errors arise. This field is strongly suggested but remains optional to protect the privacy of the recorder.

Date Recorded (*) `<date_recorded>`	Form	Record the date the burial marker survey occurred, using the "YYYY-MM-DD" format on the field form. Multiple surveys of the same marker over the distance of time allow for an analysis of changes in physical characteristics of a memorial or revisions of engraved elements by more knowledgable recorders.
State (*) `<state>`	Site	Record the State or Territory in which the grave marker is found, spelled out completely.
County (*) `<county>`	Site	Record the County (or Parish or Borough) in which the grave marker is found.
Locality (*) `<locality>`	Site	Record the locality (city, town, township, village, etc.) in which the grave marker is found.
Landmark (o) `<landmark>`	Site	If a grave marker is found in an unmarked or unnamed cemetery, record the name of a landmark used by local residents to signify the area in which the grave marker is found (e.g., a family farm, religious building, or prominent landscape feature).
Frontage Road (*) `<frontage_road>`	Site	If a burial ground or cemetery possesses a gated entrance, record the publicly accessible road which runs parallel to the main entrance. If a public road is used to access the majority of a cemetery, record that road instead.

Intersection Road (o) `<intersection>`	Site	If a burial ground or cemetery possesses a gated entrance, and there is an intersecting road with the Frontage Road at the main entrance, record the intersecting road.
Nearest Road (o) (r) `<nearest_road>`	Site	If a burial ground or cemetery resides in a remote location with no intersecting or name-affiliated roads, record the Frontage Road in the corresponding element and the closest road in each and opposite directions from the entrance to the site in this element (just the road names, cardinal direction not required).
Cemetery Name (*) `<cemetery_name>`	Site	If the burial ground (whether private cemetery, religious, or municipal) is active, inactive, or abandoned, record the official name of the institution (including initial articles like "The," "A," and "An") if it is known. For unmarked burial grounds, record the name of the site as referred to by local residents (repeated entries encouraged for varying local names, separated on the field form by a space-forward slash-space " / ").

Cemetery Address (*) `<cemetery_address>`	Site	If the burial ground (whether private cemetery, religious, or municipal) is active, inactive, or abandoned (see 'Cemetery Type' element), record the official address of the site (where the deceased are interred, often listed as the main cemetery office address). If the cemetery office is located offsite, do not record that address. For unmarked burial grounds, concisely describe the location of the main access point (e.g., "Frontage road is State Road 200, 1.5 miles North of Main Street and 5 miles South of Highway 13, near the Smith Family Farm").
Cemetery Website (o) `<cemetery_website>`	Site	If the burial ground is managed by a private or government entity, include the web address of either the private cemetery's home page or the most site-specific cemetery page available on the municipality's website (some cities manage more than one cemetery).

| Cemetery Type (*) <cemetery_type> | Site | Record the type of burial ground, selecting from the following controlled vocabulary list: Active, Inactive, Abandoned, Unmarked. Active refers to sites which are continuing to receive deceased individuals and conduct new burials. Inactive sites are properties which are still managed and maintained by private, community, or government entities but which are not accepting new burials at the present moment. Abandoned burial grounds are those which show no appearance of management or upkeep, but are identifiable by their numerous grave markers, former offices, a gated entrance, or other identifiable features. Unmarked burial grounds are long-abandoned burial sites (generally family or community spaces) which contain few recognizable markers, no official documentation, or easily identifiable features. |
| Cultural Relation of Cemetery (*) <cemetery_cultural_relation> | Site | Record the cultural relations of the burial ground, whether it is "non-sectarian," affiliated with a religion (be as specific as possible, record a denomination where necessary), or a burial ground related to a specific culture (generally immigrant communities). |

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Lot (*) `<lot>`	Site	Record the Lot name or number in which the grave marker is found. Different cemeteries use varied terms to divide their burial grounds, for the purposes of the DEAD system, a Lot is the first and largest subdivision of burials within a cemetery. Lots contain Sections, which are often subdivided into Rows, and then individual/family markers. If there are only two orders of subdivision, record the first as Lot and the second as Section (if markers are not in Rows) or Rows (if the markers are not in Sections). If graves are not subdivided into groups, record "NA" for this element and complete the 'Grave Number Description' element.

Section (*) `<section>`	Site	Record the Section name or number in which the grave marker is found. Different cemeteries use varied terms to divide their burial grounds, for the purposes of the DEAD system, a Section is the second subdivision of burials within a cemetery. Lots contain Sections, which are often subdivided into Rows, and then individual/family markers. If there are only two orders of subdivision, record the first as Lot and the second as Section (if markers are not in Rows) or Rows (if the markers are not in Sections). If graves are not subdivided into groups, record "NA" for this element and complete the 'Grave Number Description' element.

Row (*) `<row>`	Site	Record the Row name or number in which the grave marker is found. Different cemeteries use varied terms to divide their burial grounds, for the purposes of the DEAD system, a Section is the second subdivision of burials within a cemetery. Lots contain Sections, which are often subdivided into Rows, and then individual/family markers. If there are only two orders of subdivision, record the first as Lot and the second as Section (if markers are not in Rows) or Rows (if the markers are not in Sections). If graves are not subdivided into groups, record "NA" for this element and complete the 'Grave Number Description' element.
Grave Number (*) `<grave_number>`	Site	Record the Grave Number often inscribed on the bottom and/or back of the marker. If no grave number is found, a visit to the cemetery office may allow for additional research of their institutional records. If no grave number is available from a visit to the cemetery office, record "NA" for this element and complete the 'Grave Number Description' element.

Grave Number Description (o) `<grave_number_ description>`	Site	If a burial marker is found at a site without lots, sections, rows, or grave numbers, record a brief description of the location of the marker within the larger context of the burial ground (e.g., "Grave marker found beneath large oak tree, 20 meters West of the Frontage Road").
Latitude (o) `<latitude>`	Memorial	If access to a smart phone map application (or GPS device) and good reception is available, record the latitudinal coordinate of the grave marker in decimal notation to the fifth decimal place (xx.yyyyy). Be mindful and respectful of the interred when using your device, try to get as near to the center of the marker as possible, though it is acceptable to take the measurement at the foot of the burial site if the headstone is inaccessible.

Longitude (o) `<longitude>`	Memorial	If access to a smart phone map application (or GPS device) and good reception is available, record the longitudinal coordinate of the grave marker in decimal notation to the fifth decimal place (xx.yyyyy). Be mindful and respectful of the interred when using your device, try to get as near to the center of the marker as possible, though it is acceptable to take the measurement at the foot of the burial site if the headstone is inaccessible.
Direction (o) `<direction>`	Memorial	If access to a compass is available (or if you are certain of your cardinal and ordinal directions) record the cardinal or ordinal (intercardinal) direction in which the grave marker is oriented. For example, if you are facing West, standing at the foot of the burial site, reading a grave marker at the head, the grave marker is oriented East—record East in this element.
Condition (*) (r) `<condition>`	Memorial	Record the condition of the grave marker, selecting from the following controlled vocabulary list: Complete, Broken, Fragmented, Stable, Unstable, Sunken, Lichen, Weathered, Illegible, Repaired, Vandalized, Missing. (Continued on next page)

Condition (*) (r) `<condition>` Continued from previous	Memorial	Complete means there are no apparent pieces of the grave marker broken off or missing (small, hairline cracks are ok) and that most or all of the engravings are discernible—complete refers specifically to the surface of the headstone/marker, accompanying statuary is covered in Fragmented. Broken should be used to describe a grave marker which shows deep cracks or missing pieces larger than the palm of a hand. Fragmented is to be used exclusively for accompanying statuary that is missing sculptural elements (e.g., a hand, head, or wing is missing from a statue); a grave marker's condition can be recorded as Complete and Fragmented. Stable and Unstable refer to the leaning of a grave marker; if the marker is upright, record as Stable, if it is leaning, record as Unstable. Sunken grave markers are any which show evidence of being consumed by earth, common among low-lying lawn markers and Unstable monuments. Lichen should be used to refer to the growth of any fungus or algae (or both) on a grave marker; record lichen in the Condition element even if you have cleaned the marker. (Continued on next page)

| Condition (*) (r)
`<condition>`
Continued from previous | Memorial | Illegible should be reserved for grave markers whose majority of engravings cannot be read or discerned, whether due to weathering or vandalism. Repaired refers to any grave marker with visible signs of work completed after the marker was initially set, whether it is the addition of supports, filling of cracks, or reattaching broken pieces. Vandalized markers are those which have been intentionally and maliciously damaged through the use of paints, by means of breaking a marker, or carving over original engraved material. Missing should only be used when the recorder knows a marker was placed at some point but is no longer present or visible (completely sunken). |

Type (*) `<type>`	Memorial	Record the type of grave marker, selecting from the following controlled vocabulary list: Marker, Mausoleum, Niche, Columbarium. Markers are any object used to signify an in-ground burial (interment), whether they are flush to the earth or extend several meters in height. Mausoleum, specifically for the DEAD system, refers to private, family entombments, whether built above ground or into a hillside. Niche is to be used for public, collective entombment structures; they can be open to the elements or enclosed in a building. Columbarium is reserved for niches which specifically contain cremated remains.
Material (*) (r) `<material>`	Memorial	Record the material used to construct the grave marker, selecting from the following controlled vocabulary list: Stone, Metal, Wood, Glass, Other. Record multiple entries for this element if a marker consist of more than one type of material (repeated entries separated on the field form by a space-forward slash-space " / "). (Continued on next page)

Material (*) (r) `<material>` Continued from previous	Memorial	While the DEAD system does not require specific descriptions of stones or metals, if the recorder is familiar with the various types, they may include them as a single "Other" entry for this element, expanding further in the "Material Other Description" element. Stone refers to any type of hard mineral used to construct the marker. Metal is any shiny (or once shiny), malleable material, primarily used for ornamentation though occasionally for marker construction. Wood refers to any markers made from fibrous, tree-sourced material (including trees and shrubs as markers—though smaller plants should be categorized as "Other"). Glass is a hard, typically transparent or translucent, brittle material used primarily for windows to mausoleums and covers for mounted portraits. Other is to be used when a material not previously listed is found in the construction of a grave marker. If Other is recorded, use the following "Material Other Description" element to enter the additional material found.

Material Other Description (o) (r) `<material_other_ description>`	Memorial	This element is to be used in when recording "Other" in the Material element field for material types not listed in the controlled vocabulary of the Material element, or to record specific, known, types of stone or metal (repeated entries allowed, separated on the field form by a space-forward slash-space " / ").
Shape (*) (r) `<shape>`	Memorial	Record the shape of the grave marker using the following controlled vocabulary (see Table D1 for visual examples): Base, Bedstead, Block, Box, Columbarium, Column, Cross, Crypt, Fence, Fieldstone, Footstone, Government, Hillside, Lawn, Ledger, Niche, Obelisk, Plaque, Pedestal, Pyramid, Sculpture, Statuary, Stele, Structure, Table, Tablet, Woodmen. Grave markers can consist of multiple shapes (e.g., a marker may be an obelisk sitting on a base, topped with statuary), record each shape of the marker as a new entry (separated on the field form by a space-forward slash-space " / "). (Continued on next page)

Shape (*) (r) `<shape>` Continued from previous	Memorial	Terminology determined through analysis of resources provided by Connecticut Department of Economic and Community Development (n.d.), Mytum et al., (2022), Florida Department of State, Division of Historical Resources, Bureau of Historic Preservation (2019), and Pennsylvania Historical and Museum Commission (2015).
Statue Object (o) (r) `<statue_object>`	Memorial	The 'Statue Object' element nests beneath each 'Shape' entry. This element is to be used when the presence of a "Sculpture" or "Statuary" is recorded in the 'Shape' element; record the object depicted by the statue as precisely and concisely as possible. If a statue depicts multiple objects (e.g., a person and a dog), submit a new 'Statue Object' entry for each item within the scene, one for "person" and one for "dog" (repeated entries separated on the field form by a space-forward slash-space " / "). The two entries are still connected through the 'Memorial' category.
Height (*) `<height>`	Memorial	Carefully and respectfully record the height of the grave marker, from its highest point to where it enters the ground, in centimeters. If unable to take the measurement, record "NA."

Width (*) `<width>`	Memorial	Carefully and respectfully record the width of the grave marker, across the face of the monument, at its widest point, in centimeters. If unable to take the measurement, record "NA."
Depth (*) `<depth>`	Memorial	Carefully and respectfully record the depth of the grave marker, from the front to the back of the monument, at its deepest point, in centimeters. If unable to take the measurement, record "NA."
Footstone (*) `<footstone>`	Memorial	Record the presence of a footstone with either "Yes" or "No."
Distance to Footstone (o) `<footstone_distance>`	Memorial	The 'Distance to Footstone' element nests beneath the 'Footstone' entry. If a footstone is present, carefully and respectfully record the distance from the front face of the headstone to the closest edge of the footstone, in centimeters. If unable to take the measurement, record "NA."
Count of Persons Mentioned (*) `<count_of_persons>`	Person	Record the number of people mentioned on the grave marker, regardless of their burial status at the specific site. For example, if a marker mentions the deceased and a spouse (but there appears to be only one interment) still record two people. Do not record authors of poems or similar persons in this element.

Person Number (*) (r) `<person_number>`	Person	Each person should be assigned a number, working from the top of the monument to the bottom (and in most cases, from left to right—though work from right to left where culturally appropriate). The number should be in a two digit format (e.g., "01"). Submit a new entry for each individual person, increasing the number by one for each new person until the 'Count of Persons Mentioned' has been reached. All other elements in the 'Person' category (except 'Count of Persons Mentioned') nest beneath the 'Person Number' element.
First Name (o) (r) `<first_name>`	Person	Record the first name (or forename) of the person, this element is repeatable for cultures which ascribe multiple forenames (repeated entries separated on the field form by a space-forward slash-space " / ").
Middle Name (o) (r) `<middle_name>`	Person	Record the middle name (or names) of the person, this element is repeatable for cultures which ascribe multiple middle names (repeated entries separated on the field form by a space-forward slash-space "/").

Last Name (o) (r) `<last_name>`	Person	Record the last name (or surname) of the person, this element is repeatable for cultures which ascribe multiple surnames (repeated entries separated on the field form by a space-forward slash-space "/").
Maiden Name (o) (r) `<maiden_name>`	Person	Record the maiden name (or names) of the person, this element is repeatable for cultures which ascribe multiple surnames as maiden names (repeated entries separated on the field form by a space-forward slash-space "/").
Honorific (o) (r) `<honorific>`	Person	Record any occupational honorifics (e.g., doctor, lawyer, religious) ascribed to the person; do not record gendered honorifics (Mr., Mrs., Mx., etc.). Submit a new entry for each honorific (repeated entries separated on the field form by a space-forward slash-space " / ").
Gender (*) `<gender>`	Person	It is important to respect the identities and privacies of the recorded individuals, meaning recording their gender as they identified themselves (not assigning them a gender based on your personal beliefs or "outing" them with privileged knowledge). (Continued on next page)

Gender (*) `<gender>` Continued from previous	Person	Record the gender of the person using the following controlled vocabulary: Man, Woman, Agender, Non-Binary, Additional. Man is used to describe a person known, implied, or assumed to identify themselves as a man, regardless of their sex. Woman is used to describe a person known, implied, or assumed to identify themselves as a women, regardless of their sex. Agender is used to describe a person known, implied, or assumed to not identify with a particular gender, regardless of their sex. Non-binary is used to describe a person known, implied, or assumed to not identify themselves as part of the gender binary (though not agender), regardless of their sex. Additional is to be used when a person's gender is not among the previously listed options or cannot be determined based on prior knowledge of the individual, nor context clues from the grave marker.
Gender Description (o) `<gender description>`	Person	The 'Gender Description' element nests beneath the 'Gender' entry, it is to be used only when the 'Gender' element is recorded as "Additional." (Continued on next page)

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Gender Description (o)
`<gender_`
`description>`
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	Person	This element is open description to allow the recorder to either list "Indeterminate" if the person's gender is unknowable based on prior knowledge of the individual or lack of context clues from the marker, or record the person's known gender which was not included in the previous 'Gender' element.

Gender Source (*) `<gender_source>`	Person	The 'Gender Source' element nests beneath the 'Gender' entry. Record the method you used to discern the person's gender using the following controlled vocabulary (note, these are not an order of confidence levels): Stated, Implied, Assumed, NA. Stated is to be used for grave markers with engravings which directly refer to the person's gender (whether they explicitly say the individual's gender or through the use of gender identifying pronouns). Implied is to be used when the person's gender is determined through the use of relationship reference (e.g., if a person is described as a daughter or wife, and no other gender information is available, the "Implied" gender is "Woman"). (Continued on next page)

Gender Source (*) `<gender_source>` Continued from previous	Person	Assumed is to be used when there are no gender identifying signifiers present, but through the use of context clues such as a name or occupation (or if the individual can be considered generally well known), a specific gender may be suggested. NA is to be used when the 'Gender' element is recorded as "Additional," the 'Gender Description' element is recorded as "Indeterminate," and no gender identifying signifiers are present on the marker.
Year of Birth (*) `<birth_year>`	Person	Record the year of birth in "YYYY" format. If no year of birth information is available, record "NA."
Month of Birth (*) `<birth_month>`	Person	Record the year of birth in "MM" format. If no month of birth information is available, record "NA."
Day of Birth (*) `<birth_day>`	Person	Record the year of birth in "DD" format. If no day of birth information is available, record "NA."
Place of Birth (o) `<birth_place>`	Person	If available, record the place of birth of the person, as engraved on the burial marker.
Year of Death (*) `<death_year>`	Person	Record the year of death in "YYYY" format. If no year of death information is available, record "NA."
Month of Death (*) `<death_month>`	Person	Record the month of death in "MM" format. If no month of death information is available, record "NA."
Day of Death (*) `<death_day>`	Person	Record the day of death in "DD" format. If no day of death information is available, record "NA."

Place of Death (o) `<death_place>`	Person	If available, record the place of death of the person, as engraved on the burial marker.
Occupation (o) (r) `<occupation>`	Person	If available, record the occupation of the interred person. Submit a new entry for each occupation listed (repeated entries separated on the field form by a space-forward slash-space "/").
Veteran (o) `<veteran>`	Person	If available, record whether the interred person served in a branch of the military. Only record a "Yes" answer, if the person did not serve in the military or their veteran status is unknown, leave this element blank.
Veteran Branch (o) (r) `<veteran_branch>`	Person	The 'Veteran Branch' element nests beneath the 'Veteran' entry. If available, record the branch of the military the interred person served in this element. Submit a new entry for each branch served (repeated entries separated on the field form by a space-forward slash-space "/").
Relation (to other Person Number) (o) (r) `<relation>`	Person	If there is more than one person indicated on the grave marker, and the current person is related to one or more of the other persons, record the "Person Number" of the other related individuals. (Continued on next page)

Relation (to other Person Number) (o) (r) `<relation>` Continued from previous	Person	Submit a new entry for each separate relation (repeated entries separated on the field form by a space-forward slash-space "/"). For example, if "Person Number 01" is married to "Person Number 02" and the parent of "Person Number 03," in this 'Relation' element, record separate entries for "02" and "03"—relationships are specified in the 'Relation Type' element. It is important to ensure you repeat the 'Relation' element entries for each "Person Number xx." Person Number 02 and Person Number 03 should each receive their own 'Relation' entries as they relate to one another and Person Number 01. *The 'Relation' element relies on work by "Harold Mytum and the DEBS Project Team" (2022).*
Relation Type (o) (r) `<relation_type>`	Person	The 'Relation Type' element nests beneath each 'Relation' entry so that the specific relationship (Person Number 01 is related to Person Number 02) is correctly and separately described. This element is only required if an entry has been made in the 'Relation' element. This element is repeatable for rare cases of multiple relational vectors between two people. (Continued on next page)

Relation Type (o) (r) `<relation_type>` Continued from previous	Person	Submit a new entry for each separate relation type (repeated entries separated on the field form by a space-forward slash-space "/"). The 'Relation Type' should be as specific as comfortably assumed, if Person Number 01 and Person Number 02 are married, but their genders are not known, record Person Number 01 as the "Spouse of" Person Number 02 (and vice versa in Person Number 02's 'Relation Type' subelement of their 'Relation' to Person Number 01). If genders are known or evidence strongly suggests their genders, you do not need to record "Spouse of," instead, record "Husband of/Wife of;" simply record the most specific 'Relation Type' which can be comfortably assumed. (Continued on next page)

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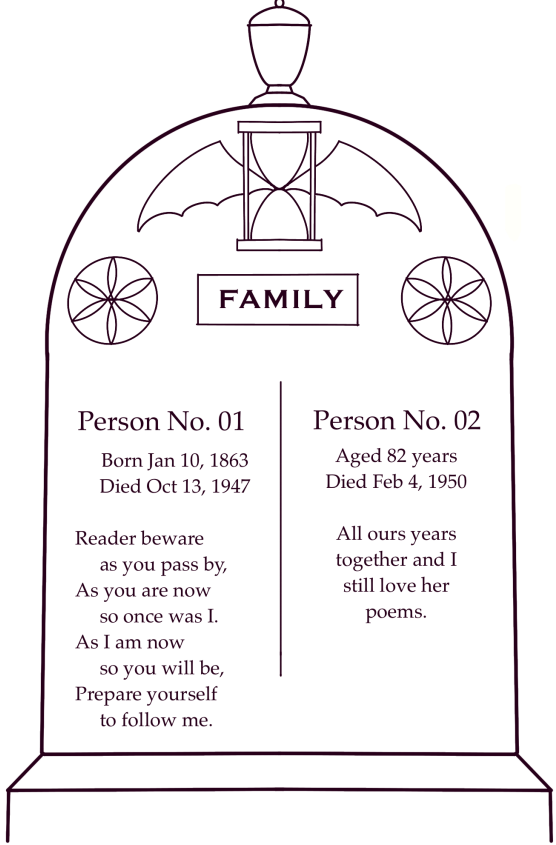
Relation Type (o) (r) `<relation_type>` Continued from previous	Person	Choose from the following list of controlled vocabulary 'Relation Types': Spouse of (for known marriages), Partner of (for companionships where marriage is not confirmed), Parent of, Mother of, Father of, Husband of, Wife of, Child of, Daughter of, Son of, Sibling of, Brother of, Sister of, Grandparent of, Grandmother of, Grandfather of, Unrelated, Unknown. Non-immediate family is not recorded for the purposes of the DEAD system. *The 'Relation Type' element relies on work by "Harold Mytum and the DEBS Project Team" (2022).*
Relation Source (o) (r) `<relation_source>`	Person	The 'Relation Source' element nests beneath each 'Relation Type' entry so that the specific relationship type's source is correctly and separately attributed. This element is only required if an entry has been made in the 'Relation Type' element. The source of the 'Relation Type' is either "Stated" (explicitly "Husband of, Child of, etc" on the grave marker) or "Inferred" (two people of similar age and last name are "Spouse of" or "Sibling of" depending on additional context). (Continued on next page)

Relation Source (o) (r) `<relation_source>` Continued from previous	Person	Each 'Relation Type' should only have one 'Relation Source,' though multiple 'Relation Type' and 'Relation' entries are allowed per Person Number. *The 'Relation Source' element relies on work by "Harold Mytum and the DEBS Project Team" (2022).*
Burial Status (*) `<burial_status>`	Person	Record the burial status of each Person Number mentioned on the grave marker using the following controlled vocabulary: Present, Planned, Within, Elsewhere, Unknown. Present is to be used for individuals interred at the site of the grave marker. Planned is to be used for individuals who have not yet died but are mentioned on the grave marker as future interments (occasionally grave markers are pre-engraved, leaving the Date of Death to be filled in later). Within refers to an individual interred inside the same burial ground, but under a different grave marker—additional steps required in the element 'Burial Status Location.' (Continued on next page)

Burial Status (*) `<burial_status>` Continued from previous	Person	Elsewhere refers to an individual interred outside of the same burial ground—additional steps required in the element 'Burial Status Location.' Unknown should be used for individuals mentioned on the grave marker, but whose burial status and location are not described or known to the recorder.
Burial Status Location (o) (r) `<burial_status_ location>`	Person	Only to be used when the element 'Burial Status' is recorded as "Within" or "Elsewhere." The 'Burial Status Location' element nests beneath the 'Burial Status' entry. If 'Burial Status' is "Within" (the related person is buried in the same burial grounds), and their location is known, record the information in "Lot-Section-Row-Grave Number" order, formatted in the following manner "L##-S##-R##-G##." If an element does not exist in your cemetery, omit the number but retain the capital alpha code (e.g., L23-SLilacMeadow-R-G441). If 'Burial Status' is "Elsewhere" (the related person is buried outside of the same burial ground), and their location is known, record the name of the other cemetery/burial ground. If the specific location is unknown in either instance, complete this element with "NA."

Year of Burial (*) `<burial_year>`	Person	Record the year of burial in "YYYY" format. If no year of burial information is available, record "NA."
Month of Burial (*) `<burial_month>`	Person	Record the month of burial in "MM" format. If no month of burial information is available, record "NA."
Day of Burial (*) `<burial_day>`	Person	Record the day of burial in "DD" format. If no day of burial information is available, record "NA."
Count of Engravings (*) `<count_of_ engravings>`	Engravings	Record the number of engravings visible on the grave marker. Differentiating engravings requires an "individual, relational, and subjective" approach. Grave markers can contain a variety and mixture of images and texts which convey broad feelings regarding death or intimate details about the deceased. Textual engravings can refer to a specific person (such as birth and death dates) or to multiple individuals (in the case of a family name). Images can be comprised of a single object (a skull) or multiple objects within a "scene" (e.g., an urn beneath a willow tree). When counting engravings on a marker, consider whether they refer to a specific person, or several people, whether images are distinct or related, and use context clues to resolve uncertainties. (Continued on next page)

Count of Engravings (*) `<count_of_engravings>` Continued from previous	Engravings	For example, Figure D1 contains five (5) engravings. One, an hourglass. Two, a family name. Three, two hexfoils. Four, information regarding Person Number 01 (including their name, dates of birth and death, and a piece of text). Five, information regarding Person Number 02 (including their name, age, date of death, and a piece of text). The urn on the top of the tablet headstone is considered 'Statuary' and should be recorded in the 'Shape' element and 'Statue Object' element accordingly.
Count of Engravings (*) `<count_of_engravings>` Continued from previous **Figure D1** *Illustrated Example of a Grave Marker Featuring Five (5) Engravings*	Engravings	

Engraving Number (*) (r) `<engraving_number>`	Engravings	Each engraving should be assigned a number, working from the top of the monument to the bottom (and in most cases, from left to right—though work from right to left where culturally appropriate). The number should be in a two digit format (e.g., "01"). Submit a new entry for each separate engraving, increasing the number by one for each new engraving until the 'Count of Engravings' has been reached. All other elements in the 'Engravings' category (except 'Count of Engravings') nest beneath the 'Engraving Number' element.
Engraving Type (*) (r) `<engraving_type>`	Engravings	The 'Engraving Type' element nests beneath the 'Engraving Number' entry. For each engraving number, record whether it is an image (including scenery, symbols, and patterns/designs) or text. In the instance where an image contains text, submit an additional 'Engraving Type' entry within the same 'Engraving Number'—the first being "Image" and the second being "Text" (repeated entries separated on the field form by a space-forward slash-space " / ").

Engraved Image Object (o) (r) `<engraved_image_object>`	Engravings	The 'Engraved Image Object' element nests beneath each 'Engraving Type' entry. This element is only required if an "Image" entry has been made in the 'Engraving Type' element. Record the object depicted in by the image as precisely and concisely as possible; while death studies terminology is preferred, it is not required (e.g., "skull with wings" and "death's head" are both accepted). If an image depicts a scene (e.g., urn beneath a willow tree), submit a new 'Engraved Image Object' entry for each item within the scene, one for "willow tree" and one for "urn" (repeated entries separated on the field form by a space-forward slash-space " / "). The two entries are still connected through the 'Engraving Number' element.
Engraved Image Tag (o) (r) `<engraved_image_tag>`	Engravings	The 'Engraved Image Tag' element nests beneath each 'Engraved Image Object' entry. Record up to five (5) descriptive tags of the object depicted by the image (it is not necessary to include the pound/hashtag/ octothorp [#] symbol). (Continued on next page)

Engraved Image Tag (o) (r) `<engraved_image_tag>`	Engravings	Examples of tags include, but are not limited to, trees (e.g., willows, tulip trees), funerary (i.e., caskets, urns, shrouds), flowers (e.g., lilies, roses, etc.), ivy (distinct from flowers), animal, memento mori (e.g., death's heads, hourglasses, skulls and crossbones), figures (i.e., complete skeletons, human reliefs), religious, romantic, military, filigree (any decorative border artwork)—words which describe the specific engraved object. Submit a new 'Engraved Image Tag' entry for each 'Engraved Image Object' (repeated entries separated on the field form by a space-forward slash-space " / ").
Engraved Text (o) (r) `<engraved_text>`	Engravings	The 'Engraved Text' element nests beneath the 'Engraving Type' entry. This element is only required if a "Text" entry has been made in the 'Engraving Type' element. Record all text included within the 'Engraving Number' entry, exactly as inscribed on the marker, in the original language in which it was engraved (it is advised to not record markers engraved with a language in which you are unfamiliar).

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Engraved Text (o) (r) `<engraved_text>` Continued from previous	Engravings	If text is written in ALL CAPS, record the text as capital letters. Pay close attention to detail, do not correct spelling errors and do not insert letters or symbols where they do not exist (e.g., if a birth date is inscribed "JAN 10 1802" do not record a period [.] after JAN or a comma [,] after 10, even though it may be customary/grammatically correct to do so). When recording multiple lines of inscribed text, use a space-forward slash-space " / " to signify a line break (e.g., - FAKE NAME / THEY were borne on JAN 10 / 1802 and dyed on OCT / 13 1848). Use an underscore [_] symbol for any illegible letters or punctuation, do NOT use a question mark [?] (e.g., - I told _ou I was si_k). This element borrows parts of standards information obtained during a virtual Florida Public Archaeology Network (FPAN), Cemetery Resource Protection Training (CRPT) lecture. (Continued on next page)

Engraved Text (o) (r) `<engraved_text>` Continued from previous	Engravings	If a name, dates, and personal information relating to a single person are inscribed in different sized fonts, but all grouped together, record them under one 'Engraving Number,' one 'Engraving Type' (text), and one 'Engraved Text' entry; it is not necessary to create a new 'Engraved Text' entry for each font. The 'Engraved Text' element is repeatable (r), for the rare instance in which an image (within one 'Engraving Number' entry) contains two separate pieces of text.
Engraved Text Language (o) (r) `<engraved_text_language>`	Engravings	The 'Engraved Text Language' element nests beneath the 'Engraved Text' entry. This element is only required if an entry has been made in the 'Engraved Text' element. Record the language in which the text in engraved (e.g., Mandarin Chinese, Spanish, English, Hindi, Arabic, German, French, Russian, etc.). The 'Engraved Text Language' element is repeatable (r), for the rare instance in which an image (within one 'Engraving Number' entry) contains two separate pieces of text in different languages.

Engraved Text Script (o) (r) `<engraved_text_ script>`	Engravings	The 'Engraved Text Script' element nests beneath the 'Engraved Text' entry. This element is only required if an entry has been made in the 'Engraved Text' element. Record the script in which the text is engraved (e.g., Traditional Chinese, Simplified Chinese, Latin, Devanagari, Arabic, Cyrillic, etc.). The 'Engraved Text Script' element is repeatable (r), for the rare instance in which an image (within one 'Engraving Number' entry) contains two separate pieces of text in different scripts.
Translation Required (o) `<translation_req>`	Engravings	The 'Translation Required' element nests beneath the 'Engraved Text' entry. Only record a "Yes" answer if the engraved text requires translation from another language before it can be understood by an English-only reader.
Translation (o) `<translation>`	Engravings	The 'Translation' element nests beneath the 'Engraved Text' entry. Record an English translation of the non-English language text engraved on the marker.

Engraving Relation to Person Number (o) (r) `<engraving_relation _person>`	Engravings	If the engraving relates to a person mentioned on the marker, record the 'Person Number' in this element. An engraving may relate to a single person (a symbol or personal details), multiple people (a family name), or none at all (engraved motifs, scenery, or general poems may serve as memento mori—for the viewer— and should not be attributed to the interred). Submit a new entry for each person to whom the engraving relates (repeated entries separated on the field form by a space-forward slash-space " / ").
File Name (*) (r) `<file_name>`	Photographs	Record the name of file, including the format suffix (e.g., "163006.jpeg" or "FamilyHeadstone3.png"). Submit a new entry for each photograph uploaded of the same grave marker. File renaming conventions are to be left to the cemetery or burial marker data repository organization.
File Type (*) `<file_type>`	Photographs	The 'File Type' element nests beneath each 'File Name' entry. Record the specific file type of each photograph (e.g., "TIFF," "JPEG 2000," "PNG," etc.). TIFF files are preferred but not required.

File Size (*) `<file_size>`	Photographs	The 'File Size' element nests beneath each 'File Name' entry. Record the specific file size of each photograph, rounded to the nearest whole kilobyte (e.g., "531 KB") or to the nearest tenth of a megabyte (e.g., "3.4 MB").
Date Taken (*) `<date_taken>`	Photographs	The 'Date Taken' element nests beneath each 'File Name' entry. Record the date each photograph was taken in "YYYY-MM-DD" format on the field form.
Photographer (*) `<photographer>`	Photographs	The 'Photographer' element nests beneath each 'File Name' entry. Record the photographer for each photo uploaded, with at least one forename and one surname—full and legal names are preferred but not required, it can be an the photographer's preferred name, but it should be their commonly referred to name and identifiable (e.g., Samantha Taylor Scott may go by, and choose to record their name, as Sam Scott, Sam T. Scott, Samantha Taylor, etc.).

Photo Description (*) `<photo_description>`	Photographs	The 'Photo Description' element nests beneath each 'File Name' entry. Record a brief description of each photo uploaded to the platform. The description should note important elements, such as the name of the deceased, the name of the cemetery, and a couple of sentences describing the grave marker and its condition.
		Example: A photo of the front of the FAMILY NAME grave marker in NAME OF CEMETERY. The stone tablet marker describes two persons buried at the site, is facing Northwest, contains text and images, and is broken on the top left edge. The deaths recorded on the marker occurred in the 1880s.
		Example: Field Form, page 1, of the FAMILY NAME grave marker in NAME OF CEMETERY.
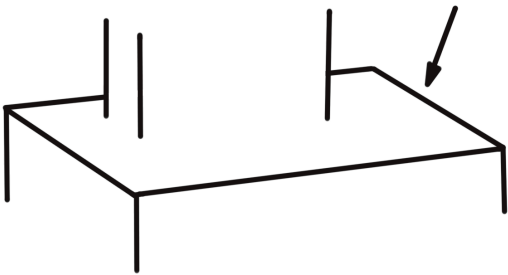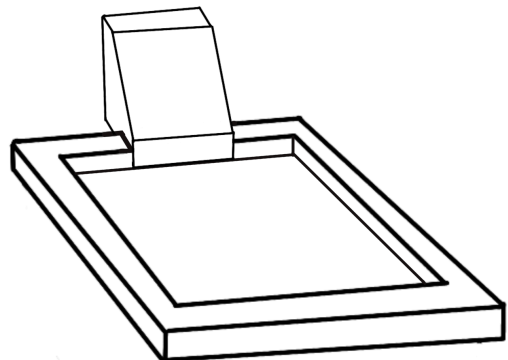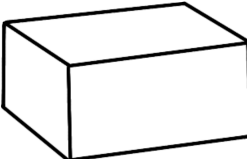
Photographs

This category is for the uploading of scanned physical forms and digital photos of burial markers. Please only upload as many photos necessary to accurately convey the state of the grave marker. Preference of the DEAD system is one photo for each unique side of a marker, e.g., two (2) photos for tablet markers (front and back), four (4) photos for obelisks (if engravings cover all four sides, blank sides do not need photos unless showing damage), and one (1) photo for niche wall plaques. Discretion is left to the recorder to photographically document important locational scenery for the identification of remote markers (though only photos of marker location—under a tree—not a detailed photo map from road to marker).

Table D1

Burial Marker Identification Table

Marker Name - Description	Image
Base - a low to the ground platform which serves as a support for other marker structures. Bases are commonly paired with tablets, columns, and obelisks, among other marker shapes.	
Bedstead - usually a stone, rectangular, boarder around the perimeter of a single grave. Bedsteads are often found with plaque or tablet shapes at the head, engraved with information about the deceased.	
Block - a small, elevated marker, typically engraved on the top surface with identifying information about the deceased.	

Box - a large, usually stone, structure acting as an above-ground crypt. Boxes are often rectangular in shape, with four walls and a stone slab top engraved with an individual's information.	
Columbarium - a specific style of niche used to house urns, cremated remains, or other small memorials.	
Column - generally made of stone, a cylindrical shape marked with regular grooves and seated on a base. Some columns are intentionally carved as incomplete and should not be considered vandalized.	
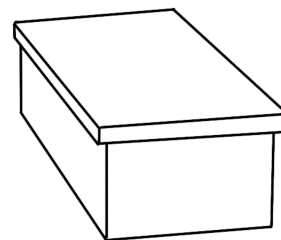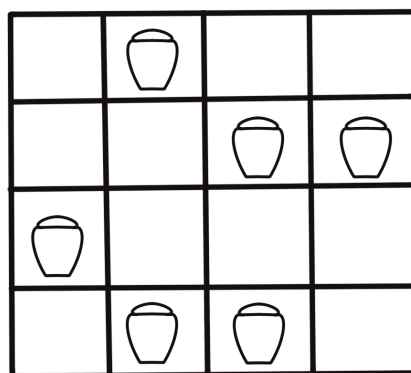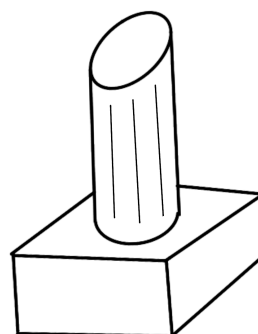
Cross - a common symbol found in Christian burial grounds, can be attached to a base or standing by itself. If a small cross is attached to the top of another shape it should be considered 'Statuary.'	
Crypt - a below-ground structure for the entombment of one or more individuals. Though often inaccessible to the public, they are identified by stairs leading down to a locked door.	
Fence - typically a metal or wooden structure acting as a border around a single or family grave site. Distinct from bedsteads with vertical stakes penetrating the ground and horizontal supports connecting them.	
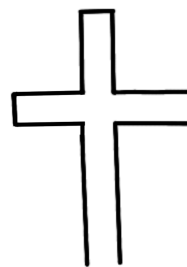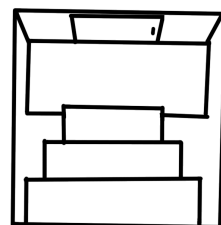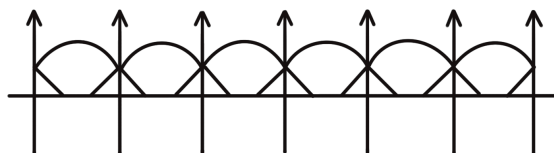
Fieldstone - any irregular stone or object used as a marker. Though not often easy to discern from natural boulders, fieldstones are commonly found in family burial sites or in African and African American burial grounds.	
Footstone - any small stone or object used to indicate the foot of a burial site. Occasionally serves as the only marker and may or may not be engraved.	
Government - any marker which bears indication it was provided at the expense of a government agency. Though typically tablets, they may also be constructed as crosses, lawn markers, plaques, and other shapes.	
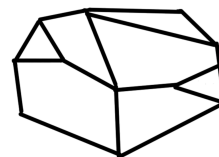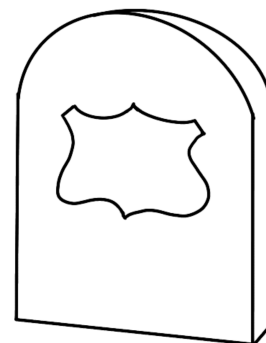
Hillside - a chamber for individual or family burials, built into the side of a hill or elevated earthen mound. Usually sealed with a door and occasional decorative entrance.	
Lawn - a flat, low to the ground, marker common in more modern cemeteries. Often an engraved stone or piece of metal set into the ground to allow for easier burial ground maintenance.	
Ledger - a large, flat, low to the ground, usually stone, slab the size of a burial plot engraved with information about the deceased.	
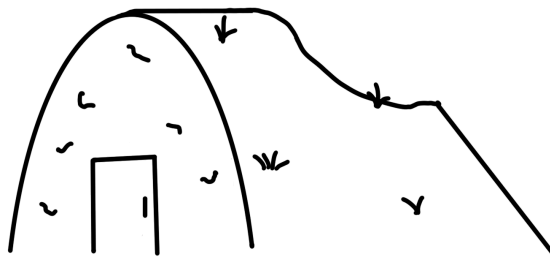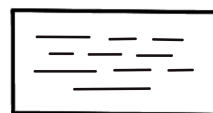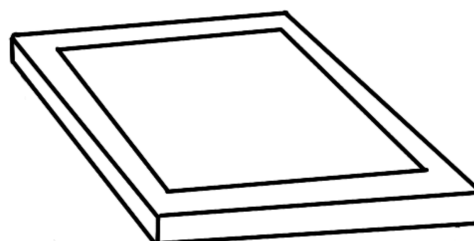
Niche - a structure for above ground entombments, typically made of stone with marble or granite grave covers. Information about the deceased is either engraved on the cover or added on a metal plate, mounted to the cover.	
Obelisk - any tall, prismatic marker with a base wider than its top. Other naming systems differentiate shapes based on the type of cap atop the obelisk; the DEAD system considers all types as obelisks, regardless of their cap.	
Plaque - any upright marker with a slanted face. Typically made of stone and either engraved or with a metal plate affixed to the face containing information about the deceased.	
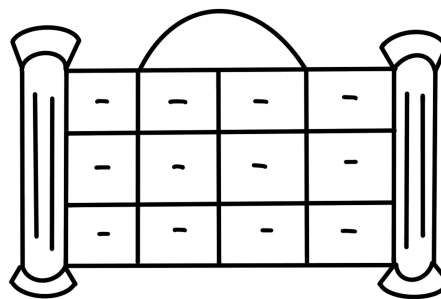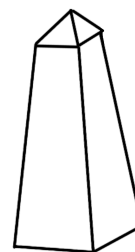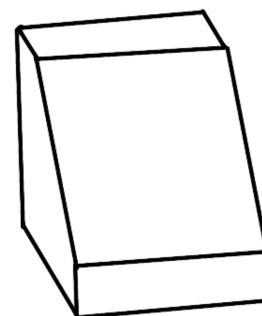
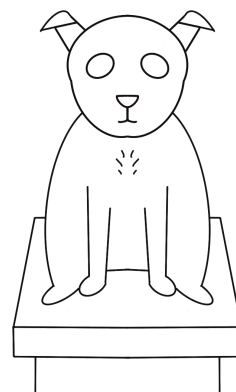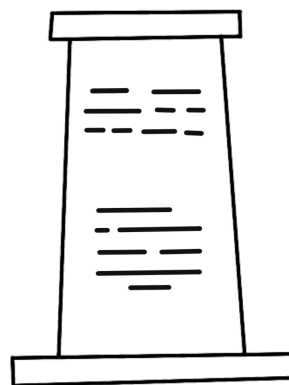|	
Pedestal - a support structure for other shapes such as 'Statuary' or an 'Obelisk.' Though occasionally engraved, if a 'Pedestal' is found without any other shape, it should be considered a 'Stele.'	
Pyramid - any smooth or step-tiered structure with a wide base, rising to a point (four sides are common but not a rule).	
Sculpture - a life-sized marker (made of any material) which is intentionally carved into a design, recognizable or abstract, including humans, objects, or artistic shapes. See definition of 'Statuary' for smaller objects.	
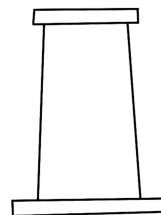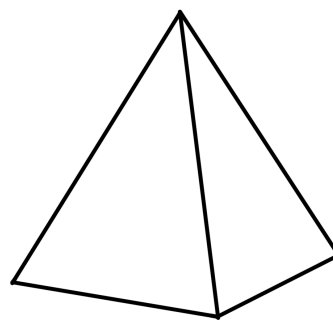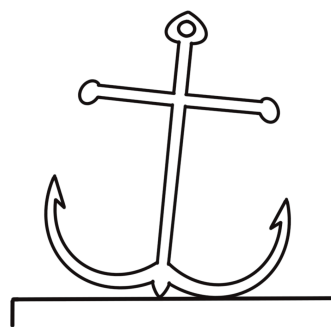
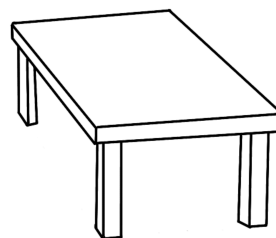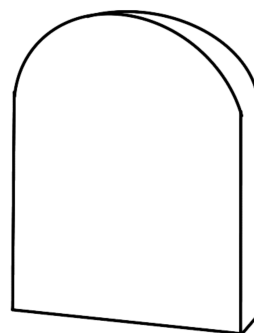|	
Statuary - reserved for small, statue-like objects sitting atop other marker shapes (e.g., pedestals, obelisks, tablets, plaques, etc.). Statuary is an additive to the marker and not the marker itself.	
Stele - a tall, usually stone, structure with engravings on one or more sides. Steles have less of a taper than 'Obelisks' and no statuary on their top flat surface separates them from 'Pedestals.'	
Structure - any private or public building constructed as a memorial for the deceased or for the interior entombment of an individual or group of people.	
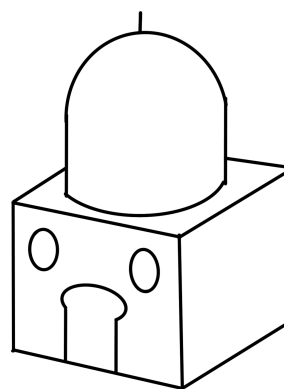
Table - a large slab, usually stone, supported by legs. Information about the deceased is generally engraved on the top, flat surface.	
Tablet - any flat, vertical marker at the head of a burial site (not 'Footstones'). Tablets are not required to be rounded on the top, and can include rectangular shapes within this category. Tablets can also be 'Government' provided.	
Woodmen - a distinct style of 'Sculpture' marker identified by its tree stump shape and engraved "Woodmen of the World" insignia.	