The Montana Cultural Resource Annotated Bibliography System  
(CRABS)  
CODING & DATA ENTRY GUIDE

DOCUMENT TABLE

County Code
- Two-Letter Montana County Code  
  YE= Yellowstone National Park  
  XX= Non County specific documents (especially general reports and articles)  
  ZZ= 3 or more counties (may still enter major counties in Other Counties 1 & 2)  
** See Attached County Code list

File Code
- Lead agency filing code number  
  1 = Forest Service (FS)  
  2 = Bureau of Land Management (BLM)  
  3 = Bureau of Indian Affairs (BIA)  
  4 = Montana Department of Transportation (MDOT)  
  5 = Department of Natural Resources and Conservation (DNRC) or Environmental Quality (DEQ)  
  6 = All Other agencies/organizations

Report Number {For SHPO use only}
- Individual report number assigned by SHPO Database Manager

Report Date (MM/DD/YYYY)
- Date report was generated (i.e. written/completed/published/signed)  
- If missing, for inventory reports use last date of survey, if unknown, leave blank.  
- For year, use four digits (i.e. 2001)

Author (Last Name/First Name, MI)
** Use attached Author guidance for single, two, and more than two Author entry.

Title
- Title of the report/project as written on the document  
- Avoid abbreviations

Agency
- Lead agency of document  
** See Agency Code list
Other Agency 1
• Secondary Agency
• If no secondary agency exists, leave blank (Do Not Use 00)
  ** See Agency Code list

Other Agency 2
• Tertiary agency
• If no tertiary agency, leave blank (Do Not Use 00)
  ** See Agency Code list

Other County 1
• Secondary County, using two-letter code
• If no secondary county, leave blank (Do Not Use 00)
  ** See County Code list

Other County 2
• Tertiary County, using two-letter code
• If no tertiary county, leave blank (Do Not Use 00)
  ** See County Code list

Agency Document/Project Number
• Enter the agency reference number as written on the report (Do Not Use Spaces)
• Use agency project number if no reference number is provided
• If no number available, leave blank
  ** For published articles, see Citation Guidance

Survey Acres
• Enter acreage surveyed as provided in the report, rounded to nearest whole acre
• If no survey performed, enter 0 (e.g. secondary report, overviews, excavations, etc)
• For standard scaled maps of surveyed areas, may use acreage grid calculator
• If survey acreage not provided, estimate acreage actually surveyed, Not the project area acreage (unless completely surveyed)
  • 1 acre = 43,560 square feet
  • 1 acre = 4,840 square yards
  • 10,000 m² (i.e. 1 hectare = 2.5 acres)
  • 100m radius circle = 8 acres
  • 1 mile transect (30m or 100ft wide) = 12 acres
  • 1 section (i.e. 1 mile square) = 640 acres

Document Type
• Choose one of the appropriate document types:
1) Inventory/Evaluation = surveys, minor testing projects, eligibility evaluations
2) Mitigation/Excavation = archaeological excavations, major testing reports
3) Overview = large area/regional overviews or syntheses
4) Other = other unpublished documents, (e.g.: manuscripts, conference papers)
5) Published = published articles (See Agency Documents/Project Number)

Keywords
- Keywords are intended to assist the retrieval of documents that may contribute to context development on a subject or within an area
- Use the keyword’s list to identify subject or topics addressed in a document in a substantive way. For example:
  - For subject/topic, a report that simply records a tipi ring site would not be given the keyword “TRING” whereas a report that contributes to the study of tipi rings would
  - For geography and chronology keywords, a document that simply exists in an area or identifies a property of a time period would not receive special keywords, whereas a report that addresses the area or time period as topics would
- Enter the abbreviated keyword as written
- Enter two spaces between Keywords
- Use only the keywords listed. For potential new keywords, see SHPO Database Manager

<table>
<thead>
<tr>
<th>SITES/PROPERTIES TABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Enter only sites/properties that were examined, described, newly recorded, or otherwise discussed in the document</td>
</tr>
<tr>
<td>• <strong>DO NOT</strong> list sites only mentioned in passing or listed only as part of a file search</td>
</tr>
<tr>
<td>• Do not enter isolated dins, unrecorded localities, site leads, etc.</td>
</tr>
<tr>
<td>• Enter site/property number with name if possible.</td>
</tr>
</tbody>
</table>

• SITE/PROPERTY NUMBER
  - Enter Smithsonian trinomials only
  - Leave blank if no Smithsonian trinomial

• SITE/PROPERTY NAME
  - Enter name of site/property as indicated in the document
• For archaeological sites, create appropriate site name if no name indicated
• For historic sites, create appropriate historic site name if no name indicated

• **DO NOT ENTER SITE TYPE AS THE SITE NAME!!**

### LEGAL LOCATION TABLE

- Primarily for use with survey, and/or excavation documents or for limited area overviews
- May enter only Township & Range, if appropriate
- All locations of properties listed in the **SITE/PROPERTY TABLE (see above)** should be included in the **LOCATION TABLE**, if known.

### Citation Guidance for Published Articles

**Citations to Use in Agency Document/Project Number**

**American Antiquity**

```latex
AM ANTIQUITY Vol#(No.):pg#-pg#  AM ANTIQUITY 54(3):254-269
```

**Archaeology in Montana**

```latex
AIM Vol#(No.):pg#-pg#  AIM 18(3):15-31
AIM 13(2/3):1-11
```

**Current Research in the Pleistocene**

```latex
CUR RSRCH PLST Vol#:pg#-pg#  CUR RSRCH PLST 5:186-187
```

**Plains Anthropologist**

```latex
PA Vol#-No.#:pg#-pg#  PA 31-113:241-244
```
The Montana Cultural Resource Annotated Bibliography System
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Author Guidance

- USE ALL CAPS
- Last Name, First Name, Middle Initial
- Middle Initials (MI) are optional. Use if known. Initials are followed by a “.”
- In the case of initials for both First Name and Middle Initial, put a space between them.
  E.g.: SMITH J.[space]W.

Format: Individual

Last Name    First Name  MI.
SMITH        JOHN W.

Format: Two Authors

Last Name    First Name MI. AND First Name MI. Last Name
SMITH        JOHN W. AND MARY S. BROWN

Format: Three or more authors

Last Name    First Name MI., ET AL.
SMITH        JOHN W., ET AL. [Spaces after “,” and between “ET” & “AL.”]
**The Montana Cultural Resource Annotated Bibliography System**  
(CRABS)

**MONTANA COUNTY CODES**

<table>
<thead>
<tr>
<th>Code</th>
<th>County</th>
<th>Code</th>
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<td>MN</td>
<td>Mineral</td>
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<td>Big Horn</td>
<td>MO</td>
<td>Missoula</td>
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<td>Blaine</td>
<td>ML</td>
<td>Musselshell</td>
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<td>Broadwater</td>
<td>PA</td>
<td>Park</td>
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<td>CB</td>
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<td>PT</td>
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<td>VL</td>
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<td>Madison</td>
<td>YE</td>
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<tr>
<td>MC</td>
<td>McConner</td>
<td>ZZ</td>
<td>Multiple Counties (&gt;3)</td>
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</tbody>
</table>
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## AGENCY CODE LIST

### STATE AGENCIES

- CTEP (COMMUNITY TRANSPORTATION ENHANCEMENT PROGRAM)
- DEQ/AIR & WATER, WASTE, MINING REclamation)
- DEQ/AMR (Abandoned Mine Reclamation)
- DEQ/ENERGY
- DEQ/GENERAL
- DEQ/HARD ROCK
- DEQ/OPEN CUT
- DEQ/COAL
- DNRC/GENERAL
- DNRC/OIL & GAS
- DNRC/TIMBER
- DNRC/TRUST LANDS
- DNRC/WATER
- FWP/FISH
- FWP/GENERAL
- FWP/PARKS
- FWP/WILDLIFE
- MDOT (Dept. of Transportation) Virginia City
- MHC V.C. (Heritage Commission)
- MT/COMMERCE
- MT/CORRECTIONS
- MT/DOA (Dept. of Administration)
- MT/DPHS (Public Health and Human Services)
- MT/MILITARY AFFAIRS
- MT/OTHER
- MT/UNIVERSITY
- PRIVATE/PUBLIC/OTHER

### FEDERAL AGENCIES

- BIA/BLACKFEET
- BIA/CROW
- BIA/FT. BELKNAP
- BIA/FT. PECK
- BIA/GENERAL
- BIA/INDIAN HEALTH SERVICE
- BIA/NORTHERN CHEYENNE
- BIA/ROCKY BOY'S
- BIA/SALISH-KOOTENAI
- BLM/BILLINGS
- BLM/BUTTE
- BLM/DILLON
- BLM/GREAT FALLS
- BLM/HAVRE
- BLM/LEWISTOWN
- BLM/MALTA
- BLM/MILES CITY
- BLM/MISSOULA
- BOR (Bureau of Reclamation)
- DOD/AIR FORCE
- DOD/ARMY
- DOD/COE (Army Corps of Engineers)
- DOE/BPA
- DOE/GENERAL
- DOE/FERC (Federal Energy Regulation Commission)
- DOE/WAPA (Western Area Power Administration)
- EPA/GENERAL
- EPA/SUPERFUND
- FCC (Federal Communications Commission)
- FHWA (Federal Highway Administration)
- US/BATF
- US/EDA
- US/FDA
- US/FAA
- US/FDIC
- US/FEMA
- US/GSA
- US/NATIONAL INSTITUTE OF HEALTH
- US/OTHER
- US/RECD
- US/SBA
- US/STB
- US/USDA
- US/USDA/RD
- US/USDA/RUS
- US/USGS
- US/USPS
- US/VETERANS ADMINISTRATION
- USFS/BEAVERHEAD DEERLODE
- USFS/BITTERROOT
- USFS/CUSTER
- USFS/FLATHEAD
- USFS/GALLATIN
- USFS/HELENA
- USFS/KOOTENAI
- USFS/LEWIS & CLARK
- USFS/LOLO
- USFS/USDA/RD
- USFS/USDA/RUS
- USFS/USGS
- USFS/USPS
- USFS/USDA/RD
- USFS/USDA/RUS
- USFS/USGS
- USFS/USPS