

## FRIENDS (QUAKER) RECORDS PROJECT

### Transcription guidelines

#### Transcribing Friends Records — OVERVIEW & GOALS:

A transcription (for our project) is an *exact typed copy of an original document*. The key word here is exact. Everything should be rendered exactly as found in the original source: spelling, punctuation, abbreviations and the arrangement of text. If a word is misspelled in the original, then it should be misspelled in your transcription. If the record you're transcribing has every other word capitalized, then your transcription should as well. Expanding abbreviations, adding commas, etc. risks changing the meaning of the original — a meaning that may become clear as additional evidence comes to light.

The one exception to the exact rule above is to please **BOLDFACE** names and places to help with indexing later.

#### GUIDELINES:

For our project we have chosen to *reproduce the original page layout and line lengths exactly*. If a record includes some pre-printed text, you should include a note at the beginning of the record transcription. EXAMPLE: [Note: pre-printed portions of text appear in *italics*]

*Important Transcription Tip:* If you're using a word processor for your transcription, be sure that the spell check/ grammar correct option is turned off. Otherwise the software may automatically correct those misspellings, punctuation, etc. that we are trying to preserve!

#### Adding Comments

There will be times when you're transcribing a document that you'll feel the need to insert a comment, correction, interpretation or clarification. For example, there are many variant spellings of proper names in these Friends records. (*See the table of variant spellings of common Dartmouth Friends provided separately.*) If the name in an original record is recognized as a variant of such a “standard” name, we want to include the “standard” spelling in a comment, but it should follow the basic rule — anything that you add that is not included in the original document must be included in square brackets.

EXAMPLE: **John Devaul** [Devol]

You may also want to include the proper spelling of a place or meeting name or an interpretation of an illegible word or an abbreviation. This is OK, provided you follow the basic rule: anything that you add that is not included in the original document must be included in square brackets [like this]. Do NOT use parentheses, as these are often found in original sources and could lead to confusion over whether the material appears in the original or was added by you while transcribing. Bracketed question marks [?] can be substituted for letters or words that can't be interpreted, or for interpretations which are

questionable. If you feel the need to correct a misspelled word, include the correct version within square brackets rather than using the word [*sic*]. This practice isn't necessary for common, easy to read words. It is most useful in cases where it helps with interpretation, such as with people or place names, or hard to read words. (*See the table of commonly used place and Meeting names in these records provided separately.*)

**Regarding name variants:** to limit the amount of additional text added in brackets, select one standard name from our on-line reference list instead of adding multiple variants.

When ink blots, poor handwriting and other flaws affect the legibility of the original document:

- If you aren't sure of a word then flag it with a question mark in square brackets [?].
- If multiple words, an entire phrase, sentence or paragraph is unreadable, then indicate the length of the passage [*illegible, 3 words*].
- If part of a word is obscured or missing but you can read enough of it to make a guess, you can present a partially illegible word with the unclear portion followed by a question mark enclosed in square brackets or the missing portion within square brackets without question mark.

EXAMPLES: cor[nfie?]ld mee[ting]

- Names, dates, punctuation, and underlined text should *always be transcribed exactly as written* in the original record, including abbreviations. BOLDFACE names (both people and places).

- Replace obsolete letter forms with their modern equivalent:

long-tail s ( *f* ) = small s double ff ( *ff* ) at the beginning of a word = capital F

- Use the Latin word [*sic*], meaning "so written," sparingly and in its proper form (*italicized and enclosed in square brackets*) *ONLY* in cases where there is an actual error. EXAMPLE (year): 799 [*sic*]
- Reproduce superscripts such as Mar<sup>y</sup> as presented; otherwise, you risk changing the meaning of the original document.
- If a word is crossed out and a replacement word or words are inserted, use ^ and insert the corrected word(s) after the crossed-out ones. If you cannot accurately represent changes in your word processor, then include a note of explanation within square brackets.
- Letters or words inserted above a line (usually as an after thought) are to be represented with an up arrow ^ and the letter or word inserted <sup>superscripted</sup> on the main text line.
- Page numbers in original documents are to be placed inside the table, top right column center justified.

- If a word is unclear, add [?] after it, and if you have a reasonable guess, add it in brackets with another question mark: e.g. **Bipp[?] [Tripp?]**
- On questionable name spellings, consult the name spelling list (link), and add the most recognizable spelling in brackets.
- Bold all names, NOT including the possessive "s": e.g. **Wilcox**s house.
- No hard page breaks. When coming to the end of a page in the image, continue on with a double space, including as much of next page as is reasonable, starting with the right-hand page number on a separate line approximately over the end of the first line of text.

### For transcribers only:

No header or footer. Your company name should be included in the citation at the bottom of each transcription. Anyone who reads your work should be able to *use your documentation to easily locate the original* in case they ever want to make a comparison. For this project your citation should have the following format: Book, date(s), image number and page numbers being transcribed, the date the transcription was completed by you, and your name as the transcriber. Each image (2 pages) of the transcribed record will have this citation printed at the bottom of the completed transcription (skip two lines and center justify citation).

You will receive the book, dates and image number when you begin. You will need to add the pages, transcribed date and your name.

Example format: REMOVALS-1792-1821; Image 15, pp 24, 25; 4/24/2019, R Harding

Please note punctuation and spacing.

**NOTE** -currently the citation is put in by the gatekeeper when checking in the transcriptions from the vendors. This assures consistency in naming convention.

### **Formatting**

#### **Every transcription is to be recorded in a two column, one row table.**

The left column will be 1.3" wide and used for margin notes in the manuscript. It should be; Times New Roman, size 10, Italized, right justified.

The second column will be 6.5" wide, Times New Roman, size 12, right justified.

Left margin for the table will be .3" , top, right, and bottom will be .5".

All the text for each column to be typed **in that first row**. Each "Return" will start another line widening that first row. When complete with the entire image, all the text will be in one row many inches wide. Do not add more rows for additional text.

