

### **Transcription Conventions for St. Paul Baptism Ledgers:**

(adapted from Harvard's Transcription conventions)

Copy the handwritten information *as written* in the ledger to the spreadsheet in the matching columns, following these conventions:

#### **General Formatting:**

There is no need to replicate the formatting on the page by adding spaces; the spreadsheet will export the data properly displayed. Use the tab button to move between the cells.

#### **Dates:**

Dates should be copied as written in the ledger. The date field in the spreadsheet is set up for text input instead of numerical input.

#### **Spelling:**

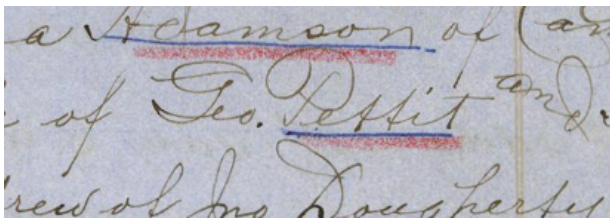
Use original spelling.

#### **Capitalization:**

Use original capitalization.

#### **Contractions/Abbreviations:**

Maintain original contractions and abbreviations.



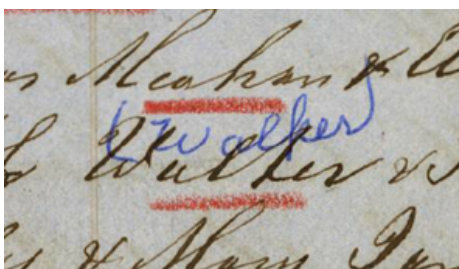
("Geo." is short for George.)

#### **Punctuation:**

Keep original punctuation, including ditto (") marks.

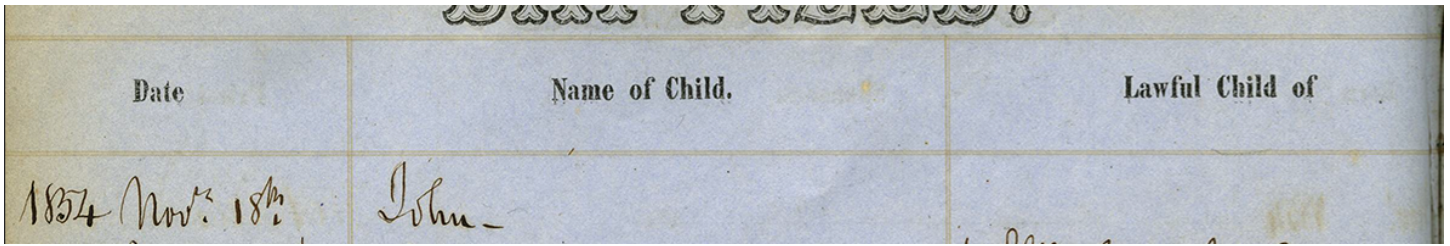
#### **Later Notations on the Text:**

Transcribe these as written in the Extra Notations column. (The Extra Notations column will be blank most of the time; this is fine!)



### **Blank Cells**

Leave the corresponding cell in the transcription spreadsheet blank; no notation is necessary.



Date	Name of Child.	Lawful Child of
1854 Nov. 18 <sup>th</sup>	John	

### **Cut Off Text**

Keep only the letters that are visible; do not guess what the word is. Zooming in or adjusting the brightness and contrast may help to see what the letters are.

### **Illegible Text**

Mark any words that you are unsure about with a question mark (?) in square brackets [], like this [?]. Mark the whole word even if some letters are legible.