

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:

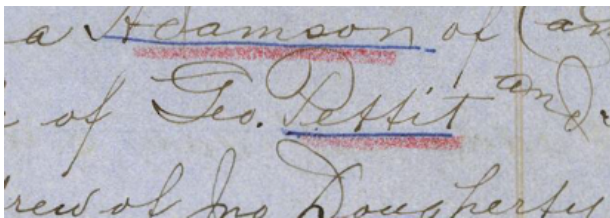
Use original spelling.

Capitalization:

Use original capitalization.

Contractions/Abbreviations:

Maintain original contractions and abbreviations.



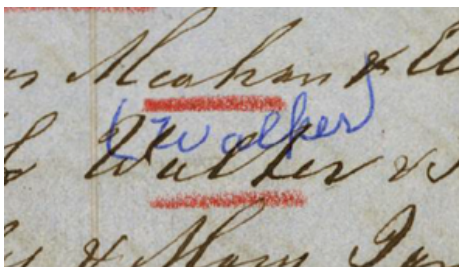
("Geo." is short for George.)

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 ^r 18 th	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.

Punch Letters Transcription Conventions

Dates:

Type in the date as written. Highlight the date text, then click on the “date” button above the transcription field to mark the date of the letter. Type the date in YYYY-MM-DD format inside the <date when=""> tag. **Example:** <date when="1909-01-12">January 12th 1909</date>

Note: This will not show up on the transcribed text, but will be used for searching letters.

Line Breaks:

Hit Enter once after each line ends. Two returns indicate a new paragraph, whether indicated by a blank line or by indentation in the original.

Spelling:

Use original spelling.

Capitalization:

Use original capitalization.

Contractions/Abbreviations:

Maintain original contractions and abbreviations.

Punctuation:

Keep original punctuation.

Illegible Text

If a word isn't clear, type as many letters as you can read, then highlight the word and click on the “unclear” button above the transcription field. **Example:** <unclear>illegible word here</unclear>

Erasures/Strikeouts:

If there are erasures or strikeouts in the text that are still legible, type out as much of it as you can, then highlight it and click on the “del” button at the top of the transcription field to mark the deletion in the text. **Example:** erased/struck through passage here