Stukeley *Memoirs* Project: Guidelines

Thank you for contributing to the Stukeley *Memoirs* Project! This document contains an overview of the transcription and editing process as well as guidelines for the project's transcribing, editing and file-sharing practices. Please read carefully before beginning. In a team-based project like this one it is *essential* that everyone follows the same guidelines.

Some participants may wish to carry out research on the people named in the *Memoirs*. The project website contains links to resources that will help you find out more about the people, discoveries and events described in the *Memoirs*. If you would like to contribute to the project's Biographical Notes, please do so using the template provided on the website.

If you have any questions about these guidelines, about additional research, or about anything else, please let us know.

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Stukeley Memoirs Project Workflow

1. Participants are assigned to a Team of at least 2 members.

2. The Team is assigned a range of pages from one volume of Stukeley's *Memoirs of the Royal Society* to transcribe and edit.

3. Working in pairs, each participant will act as both a transcriber and a copyreader. After transcribing a page you should send it to your partner, who will check and return it to you. You will then make any corrections to finalise the page. You may wish to arrange a regular day or time to exchange pages, or work on an ad hoc basis.

4. If you and your partner disagree about any changes, discuss these and try to reach an agreement. If you are unable to do so, email the edited file to Dustin or Mandy for a decision.

5. When the page has been transcribed and edited, send it to Dustin and Mandy for final approval.

Formatting Transcription Files

1. Use a standard word processing programme such as MS Word or LibreOffice Writer for all transcription

2. Set the page margins to 'Normal' (2.54cm all around)

2. Use 12-point Arial font for all text

3. Save your file in .docx format (do NOT use .doc, .pdf or other file types)

4. Name your file with the project title, volume and page number, and your initials, using the following pattern:

      SMP-1.1-dfw

            SMP= Stukeley Memoirs Project
            1.1 = Volume 1, Page 1
            dfw = Dustin Frazier Wood

General Principles for Transcription

1. Retain original spellings of words - don't correct them to 'modern' spellings. You will need to turn off autocorrect.

2. Retain all original punctuation, underlining, capital letters and colours

3. Expand abbreviations using square brackets (making sure to remove the full stops) *except* for common modern abbreviations

      esq.r -->   esq[ui]r[e]

      Bar.tt -->   Bar[one]tt

BUT Dr.   -->   Dr.

      Mr.   -->   Mr.

4. Transcribe superscript characters on the line as standard characters

      S^r -->   S[i]r

5. Use [e]d for words written without an e or with an apostrophe

      restor'd / restord   -->   restor[e]d

6. Use curved brackets to indicate writing in another hand, or writing added after the main text was written

>   and brought the Muses into our native country {Elloe Holland Lincolnshire};

7. If unsure how to transcribe a word, phrase or character, transcribe it in italics and highlight it in red

>   of the *Merciem* princes

8. Always transcribe the text straight through, page by page, as it appears. If material appears on the facing (left) page, begin with it and then move to the right-hand page. (See Volume I, Page 3 and Sample Transcription: 1.3 for an example of this.)

Special Characters

Letters and Symbols
1. Early modern writers used a number of characters that are not used today. Transcribe them as follows:

>   -ff = F
>   -p with crossbar through lower stem = per
>   -ß = ss
>   -æ and œ (lower- and upper-case) = Æ/æ and Œ/œ (use Insert -> Symbol ->
Latin)
>   -   = &

2. The letter 't' is not always crossed but include as a normal 't'

3. If you are unable to decipher, replicate or find the character, put a *?* in its place

Numbers

1. Transcribe Roman numerals as they appear (whether upper- or lower-case letters)

2. Transcribe any punctuation accompanying numbers as it appears

3. Britain used two calendars until September 1752, which means that dates before this point are often written, eg, 1748/9 or 1749/50. Transcribe all dates exactly as they appear

4. Transcribe all pre-decimal currency using Arabic numerals, italicised lower-case letters and full stops

>   2*l*.7*s*.6*d*.

Formatting

1. Retain the line arrangement of the original text, using Shift+Return ('soft return') rather than Return ('hard return') at the end of each line of manuscript text

2. Align all covers, title pages and dedicatory inscriptions centre.

3. Align all other text left.

4. Align page number right, followed by a blank line between the page number and the text of the page.

5. Insert 1 blank line after the end of each paragraph by keying Shift+Return twice.

6. Do NOT indent the start of a new paragraph.

7. Transcribe each manuscript page as a separate file.

Images

Where a page contains a sketch, drawing, watercolour or pasted-in print, indicate this by adding a blank line after the end of the sentence preceding the drawing, then typing [image], followed by another blank line, then resume the text. For example:

text text text text text text text

[image]

text text text text text text text
text text text text text

Editing Transcriptions

1. Check the transcription word-for-word and character-for-character against the image file

2. To make edits, turn on Track Changes and replace incorrect text with correct text

3. To query a transcription or offer an alternative, highlight the text and insert a Comment with your suggestion.

4. If correcting a passage highlighted in red by the original transcriber, replace the text and change the highlighting to blue.

5. When finished, save the file using 'Save As' and add a dash followed by your initials to the filename:

SMP-1.1-dfw-mt

6. Send the file back to the original transcriber, who will accept or query your changes, add their initials to the filename, and return it to you.

7. Discuss any disagreements with the transcriber to come to a resolution if possible. If uncertain or in disagreement about a transcription, leave it highlighted in the final version.

8. Send the final version of the checked, agreed transcription to Mandy (if you're a U3A member) or Dustin (if you're an SGS member).