<u>PMVB Transcription Guidelines—Word</u>
(Last revised: November 2017)

Transcriptions Files: Transcribe the document in a Word file according to the provided guidelines. If you transcribe a document by hand first, the transcription still must be entered into a Word file. When you create the Word file for your transcription, please name the file exactly as I named the .pdfs of the original document, with the only difference the replacement of (#) with (Transcrip.). For example, if the .pdf filename is MVB to M. Cheathem, 3My17 (1), then your filename should be MVB to M. Cheathem, 3My17 (Transcrip.). Deviating from the filenames I've assigned makes it difficult for me to find and sort files, which wastes a lot of time on my end. The completed transcription needs to go into your folder on the desktop or Google Drive, i.e., Mark's Folder.

All transcriptions should be Courier, 12-pt. font, double-spaced, with 1.5" margins on all sides. Note any issues that the editor needs to resolve on the transcript itself.

Title: The title should contain: 1a) the names of the sender(s) and recipient(s), if a letter, or 1b) the author and a description of the document; and 2) the date of the document. This information should be contained in the microfilm metadata at the bottom of the document .pdfs.

Regardless of their placement in a document, the name(s) of the recipient/sender will always appear at the very top of the transcription. If multiple authors/recipients, place the names in the order of signatures. If you are unclear about either the sender or the recipient in a particular document, mark it for an editor in [brackets].

Examples: MVB to Andrew Jackson, 31 May 1832
              MVB's address to the citizens of Schenectady, N.Y., 13 August 1839
              [David Smith?] to MVB, 24 November 1846

Placeline: Regardless of its position in a document, the place of writing/sending (if indicated) will always appear at the beginning of the transcription, two hard returns below the recipient/sender line and directly above the date line. Place of writing/sending will be flush right. If you are unclear about the place of writing/sending in a particular document, mark it for an editor with Place?

Dateline: Regardless of its placement in a document, the date line will always appear at the beginning of the transcription, one hard return underneath the placeline. Dates will be flush right. If you are unclear about the date line in a particular document, mark it for an editor with Date?

Lagniappe (i.e., additional elements): Authors sometimes add labels such as "Confidential," "No. 2," etc., to letters. In those cases, place the additional element flush right above the place of writing/sending, with two hard returns separating it from the sender/recipient line and one hard return separating it from the place of writing/sending line.

Greeting/salutation: Regardless of its placement in a document, the greeting will always appear at the beginning of the transcription, two hard returns underneath the dateline. Greetings will be flush left.

Body: The body of the letter will always begin one hard return underneath the greeting. Each paragraphs should be indented one tab. Paragraphs will be flush left. If you are unclear about paragraph breaks in a particular document, mark it for an editor with ¶?

Closing: Regardless of their placement in a document, closing lines will always appear one hard return under the body. Closings will be flush right. If you are unclear about closing lines in a particular document, mark it for an editor with Closing?

Signature: Regardless of their placement in a document, signature lines will always appear at the end of the letter, one hard return under the closing. Signatures will be flush right. If you are unclear about the signature in a particular document, mark it for an editor with Signature?

Postscripts: Postscripts should be included underneath the signature. They should be flush left. If you are unclear about the postscript in a particular document, mark it for an editor with Postscript?

Marginalia: Any marginalia that does not appear to fit the main text of a document should be included underneath the signature (or postscript, if applicable) and should be headed Marginalia. It should be flush left. If you are unclear about the marginalia in a particular document, mark it for an editor with

Envelopes: Editors will determine the relevance of any information on a letter's envelope, so do not transcribe.

EXAMPLE
Person to Person

<div align="right">

Confidential
Placeline
Dateline

</div>

Greeting
      BODY PARAGRAPH
      BODY PARAGRAPH
      BODY PARAGRAPH

<div align="right">

Closing
Signature

</div>

Postscript

Marginalia

<div align="center">

Transcription Basics

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Ampersands: Retain as written; do not change to "and"
Blank spaces, intentional by author: Indicate with [*intentionally blank*]
Brackets: Only editorial insertions/corrections should be in square brackets. Anything in an original document within square brackets should be changed to parentheses.
Capitalization: Capitalize the first letter of each new sentence. Retain all others as written without correcting. If uncertain, follow modern usage.
Crossed-out words: Indicate with ~~strikethroughs~~.
Interlineations: Indicate by surrounding word/s with ^carets^.
Italicized words: Handwritten words are italicized by underlining the word. In the case of printed documents (e.g., newspaper articles), use either *italics* or underlining as employed in the original.
Missing letters: If misspelled, see below. If missing because of mutilation or faintness, supply, if possible, the logical letter(s) in brackets, e.g., m[is]sing. Otherwise, render the legible letters of the word and indicate missing letter(s) with a bracketed question mark, e.g., m[?]sing.
Missing words: Indicate in bracketed ellipses, e.g., [. . .].
Misspelled words: Render as written without correcting.
Punctuation, end: Dashes at the end of sentences should be changed to the logical end punctuation, e.g., periods, exclamation points, question marks, etc. Dashes following end punctuation should be omitted.
Repeated words: Authors sometimes repeat words, especially when moving from one page to the next. In all cases, do not transcribe these repetitions.
Superscript and **subscript**: Make flush with the line, e.g., M^r becomes Mr (but without the period that commonly follows titles, e.g., Mr instead of Mr.).
Unclear words: If possible, indicate probable word in italics in angle brackets, e.g., <*word*>. If word is completely unclear, indicate thusly in angled brackets, e.g., <*unclear word*>. If multiple successive words are unclear, indicate thusly in angled brackets, e.g., <*unclear words*>.
Underlining: Retain underlining made by the author, but use single underlining in all cases, even if the author underlined two or more times.

<div align="center">

MVB PECULIARITIES

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In his datelines, MVB often includes an elevated dash after the day, e.g., 25⁻. Render as the appropriate suffix (e.g., 25th, 3rd, 1st, etc.)
In his greetings/salutations, MVB often ends with what looks like this: / (e.g., My dear Sir/ instead of My dear Sir,). Render the / as a comma.