Transcription Quick Tips

Rule #1: Type what you see!

Misspellings
Don’t edit! Keep the author’s original spelling, even if incorrect.

Insertions
For text inserted or added later, type it in the order you would read it aloud. If it’s part of a sentence, bring it down into that line of text.

Deletions
If you can read crossed out or otherwise deleted text, transcribe the deleted words inside a pair of brackets. If not, transcribe as [?].

Line breaks
Hit “enter” at the end of a line of text to preserve line breaks, except when words are broken across them. Put broken words back together. Write “presented” rather than “pre-sented.”

Formatting
Don’t try to replicate formatting. Transcribe bold, italic, underlined, or superscript text, without any styling.

Marginalia (writing in the space around the main text)
Use a square brackets and asterisks [* *] around marginalia text and order it within the transcription where it makes the most sense.