

TranscribeNC: Reference Guide

January 2021
Version 1.1



NORTH CAROLINA
DEPARTMENT OF
CULTURAL
RESOURCES
WWW.NCCULTURE.COM



STATE ARCHIVES
of NORTH CAROLINA

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About

TranscribeNC is an online transcription project developed by the State Archives of North Carolina and hosted on the website FromThePage. Our goal is to broaden accessibility to our collections by adding transcriptions to materials that are digitized and living online in the [North Carolina Digital Collections](#). Not only does this help folks read documents easier (colonial-era handwriting is no joke, as you may soon find out!) but it also allows for advanced searching, as the contents of entire documents are made accessible to search engines, unearthing helpful keywords like names or locations that may be very important in someone's search.

Participation is open to all interested individuals, regardless of experience level or place of residence. TranscribeNC is an online, at your own pace, unpaid volunteer activity for anyone who is interested. We do offer proof of volunteer hours if it is needed – just reach out to archives.projects@ncdcr.gov if this is something you require.

There are two ways you can participate in TranscribeNC: you can transcribe documents, or you can help review documents that have already been transcribed by other volunteers (or you can do both!). On the **Overview** page for each collection, on the right-hand side of the page, there are two buttons, "**Pages That Need Transcription**" and "**Pages That Need Review**." Click on which one you prefer and off you go! Alternatively, you can scroll down on the collection **Overview** page and click on specific subject items to transcribe in that collection.

General Transcription Guidelines

- Anyone may transcribe any image at any point
- If you see an error in a transcription or an incomplete transcription, you can transcribe it!
- If another volunteer is currently working on a transcription, a blue warning bar letting you know will appear at the top of the webpage
- Please include all writing you see, whether you think it was added later by an archivist or not
- Do not use HTML coding
- Do not make corrections in the **Comments** section; if you see a mistake, please correct it in the transcription box
- The **Comments** section is a great way to talk to other volunteers, discuss suggestions or work out wording
- Unfinished transcriptions:
 - If you need to step away from a transcription for a short amount of time, feel free to leave a "Transcription in progress" note in the comments.
 - If you are unable to finish a transcription, please leave a note saying the transcription is only partially finished. The system marks any text in the transcription box as the transcription being finished. The only way to tell if a transcription is unfinished is to manually compare the transcription to the original document.
 - Mark **Needs Review**
- When to use "**Needs Review**" function:
 - If you are uncertain about your transcription, or several areas of your transcription
 - If you are unable to finish a transcription

If you used differing transcription styles prior to January 2021, you do not need to go back and correct your work

Please consider this document the definitive style guide for completing transcriptions for TranscribeNC. If you run across differing formats or styles as you transcribe, you may correct as you see fit but it is not required. Thank you for your participation in this important access project!

Formatting Style Guide

Abbreviations

- Transcribe abbreviations at your own comfort level. Transcribe the abbreviation as it appears, and then expand the text in brackets. Do not transcribe the abbreviation if you are guessing
 - Ex: The Hon. [honorable] William Smith appears on Jan. [January] 13, 1813.
- * See TranscribeNC Example 3 at the end of the document

Blank Pages

- The State Archives of North Carolina rarely digitizes blank pages. They typically appear only in diaries, journals, books, and pamphlets. Please look over the entire document carefully, especially the Colonial Court Records, as the ink may have faded, been torn so there's only partial wording, or have a simple mark. Do not "Mark as blank" unless you are absolutely certain the page is blank

Bolds, Italics, Superscripts, Underlines

- Please do not transcribe emphasis
 - Due to the lack of HTML support at this time, do not indicate when a word or phrase is underlined, bolded, italicized, or superscripted
- Transcribe the text as it appears without emphasis
- For superscripts follow abbreviation guidelines above

Brackets and Parentheses

- Please do not use parentheses to indicate something you inserted. Brackets are the commonly accepted character to differentiate between the original text and something the transcriber wrote. Parentheses could be used in the original text; brackets are much rarer in original text.

Capitalizations

- Leave capitalizations as is, and do not capitalize letters based on modern grammar. Transcribe exactly as the document is written

Chart/Tables

- Due to the lack of HTML support at this time, do not transcribe charts or tables. Please just write [chart/table] in the transcription box. Do not mark the page as blank if that is the only text on the page. Transcribe any other text outside the chart/table that is on the page.

Columns

- Transcribe columns one singular format, indicating column breaks with brackets
 - Ex: John Smith was a soldier in the American Revolution [new column] The American Revolution began in 1765...[new column]...[new column]

Cross-outs

- If you are able to read the crossed-out word or phrase, you may transcribe it
 - Ex: John [begin crossed out] Smith [end crossed out] was a soldier in the American Revolution
- If you are unable to read the crossed-out word or phrase, simply put [crossed out word] or [crossed out phrase]
- *See TranscribeNC Example 3 at the end of the document

Cross Writing

- Writing that is written layered on top of each other, one layer horizontal, one layer vertical
- Indicate which layer of text you are transcribing from the original orientation of the digitized document
 - Ex: [Horizontal text]
 - Ex: [Vertical text]

Dates

- Please transcribe dates exactly as they appear, even if they are different than modern American standards

Floating Text, Headers, Ink Stamps

- Transcribe any text you see whether it looks original, is part of pre-printed paper, or possibly added later by an archivist.
- Floating text: transcribe the text in the space that fits as closely to where the original text is as possible. If there is writing next to the start of a third paragraph, indicate its placement on the page in brackets, and then transcribe the material normally.
 - Ex: [text on left-hand side] John Smith had two other brothers in the American Revolution. John Smith was a soldier in the American Revolution.
- Headers: transcribe the text normally, no need to format alignment (i.e. you do not need to center text in the transcription box). Transcribe left to right, insert a line break with each new section.
- Ink stamps: indicate the stamp, transcribe the text in the stamp, and place the transcription of the stamp as close to where the original stamp is on the document as possible.
 - Ex: [Stamp] Bill referred to committee
- *See TranscribeNC Example 1 at the end of the document

Formatting

- Transcribing a document as the format appears will aid researchers if they wish to compare the original document to the transcription. You do not need to align text as it appears, for example if there is header information in the middle of the document, you may type it aligned left. Formatting only applies to text breaks.
- When a line of text ends on the original document, begin a new line mirroring the original document
- At the end of a paragraph of text, please hit “Enter” or “Return” twice.
 - This ensures that paragraphs in transcriptions display accurately in our online digital collections
- At the end of each line of text on the document, please hit “Enter” or “Return” once
- *See TranscribeNC Example 1 at the end of the document

Images, Logos, Seals

- For accessibility reasons please describe images, logos, seals, etc. if you are comfortable doing so.
- Put any description in brackets
 - Ex: [Colored postcard image of a beach]
 - Ex: [Seal]
 - Ex: [Logo of an eagle with company name Archives underneath]
- *See TranscribeNC Example 2 & TranscribeNC Example 3 at the end of the document

HTML Coding

- Currently our digital collections software does not support HTML coding. Please do not use.

Illegible

- For text you cannot make out, especially on Colonial Court Records as the ink as faded overtime, please put “illegible” in brackets
 - Ex: John was a [illegible] in the American Revolution
- If the document is missing pieces, please use the following words in brackets: torn, ripped, hole
 - Ex: John was a soldier in the American [ripped]
- Military Correspondence: if the text is obviously cut out or blacked out, please use “censored” in brackets

Inserted Text

- Please format inserted text (text that is inserted between other text by the original author) using the caret symbol on your keyboard and surround the text with parentheses
 - Ex: John was a ^(French) soldier in the American Revolution
- *See TranscribeNC Example 3 at the end of the document

Misspellings

- Transcribe words exactly as they appear, even if they are spelled different ways throughout the same page. For example, if a surname is spelled different ways throughout the document, spell them exactly as each one appears. Ex: Reubens, Roobins, Reubins, etc.

Punctuation

- Leave punctuation as is transcribe exactly as it appears. Do not add in punctuation (periods, commas, semicolons, apostrophes, etc.), or remove punctuation to fit modern grammar standards

Signatures

- Make the best attempt at transcribing signatures
- Signatures that include marks
 - William [their S mark] Smith
 - John Smith [their X mark]

Special Characters

- You can paste those in from other sources or write them out in brackets
 - John owes [pound sign] 50 to William Barrow.

Uncertainty

- If you are unsure on what a word is but it is still legible, please use three question marks in brackets
 - Ex: John was a soldier in the [???] Revolution
- If you have a guess at what the word may be, type out the word in brackets with a question mark
 - Ex: John was a soldier in the [American?] Revolution

Offensive material, image errors, flagrant/malicious transcribing errors

- Please contact archives.projects@ncdcr.gov if you see any of the following:
 - Transcribers seemingly transcribing incorrectly on purpose
 - Duplicate images or images cut off when scanned
 - Offensive language in the original text; please do not transcribe the offensive language
- When contacting us please include the following information if applicable
 - Username of transcriber being reported
 - Link to transcription page
 - Title ID of image (found above the transcription image page settings)

Contacts

- For questions about transcription, please contact archives.projects@ncdcr.gov
- For technical questions or issues with FromThePage, please contact support@fromthepage.com

TranscribeNC Example 1

Overview Transcribe Versions Help

Fullscreen Image at the left Mark as blank Needs Review Preview Save Changes

DP STORY NO. 26735

UNITED STATES MAINE CORPS
OFFICE OF ASSISTANT DIRECTOR, DIVISION OF PUBLIC INFORMATION
(WEST COAST AREA)
100 HARRISON STREET
SAN FRANCISCO 6, CALIFORNIA

gramlich-#24
sf

[Stamp] Approved For Release
UNITED STATES MARINE CORPS
ASS'T DIRECTION, DIVISION OF PUBLIC INFORMATION
(WEST COAST AREA)
100 HARRISON STREET
SAN FRANCISCO 6, CALIFORNIA
Cleared by REH
Date 7-10-46
Routed To SERD

GARFIELD 2030
EXTS 352.352.354

Marine Corps Air Station, Ewa, Oahu, T. H. (Delayed) --- Marine Private Worley E. Adams, 18, son of Mrs. Dovie Adams, High Point, N. C., who recently arrived in Hawaii, has been assigned to duty with Headquarters of Aircraft, Fleet Marine Force, Pacific, at this base.

Adams attended Hasty High School in Thomasville. Prior to enlisting for two years last Feb. 8, he was employed as an upholsterer by George Lackey, High Point. A brother, Grady, who recently was discharged from the Marine Corps after three years service, fought on Guam, Guadalcanal and Iwo Jima.

-USDC-

Transcribe any floating text

When you reach the end of a line of original text, hit "Enter" once to start the next line of text.

When you come to a paragraph break in original text, hit "Enter" twice to start a new paragraph.

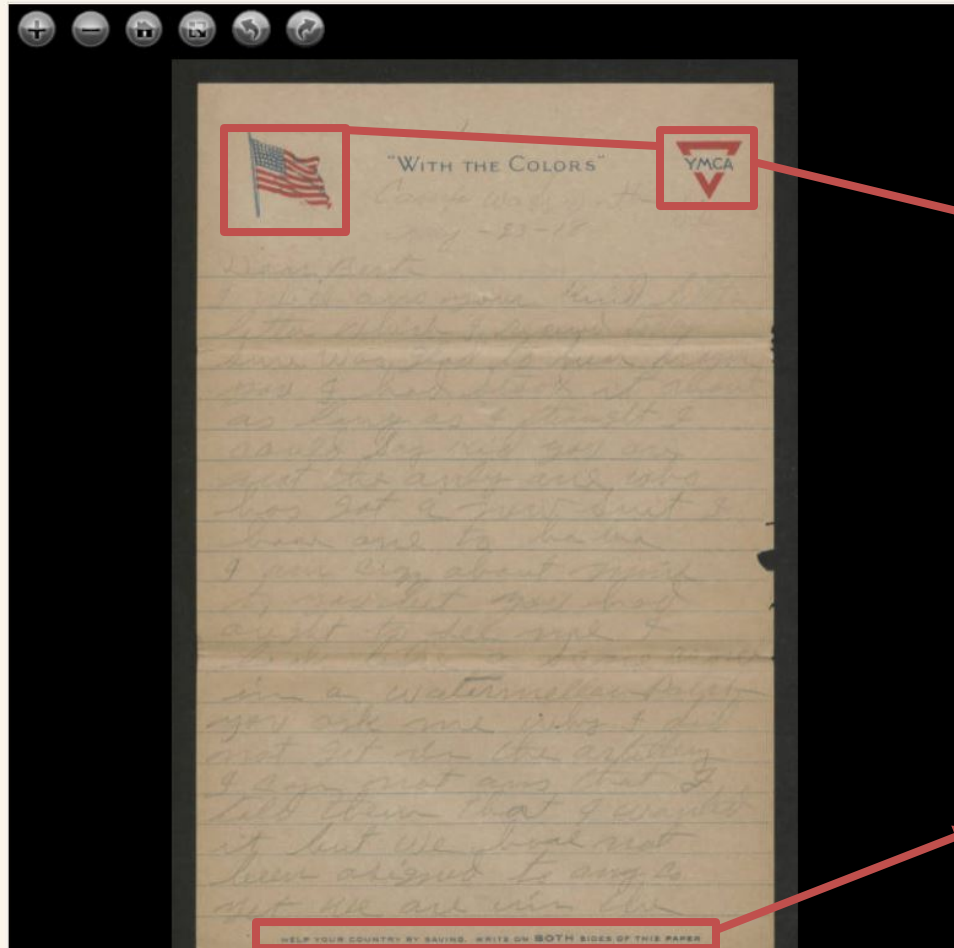
Marine Corps Air Station, Ewa, Oahu, T. H. (Delayed) --- Marine Private Worley E. Adams, 18, son of Mrs. Dovie Adams, High Point, N. C., who recently arrived in Hawaii, has been assigned to duty with Headquarters of Aircraft, Fleet Marine Force, Pacific, at this base.

Adams attended Hasty High School in Thomasville. Prior to enlisting for two years last Feb. 8, he was employed as an upholsterer by George Lackey, High Point. A brother, Grady, who recently was discharged from the Marine Corps after three years service, fought on

TranscribeNC Example 2

Overview Correct Versions Help

Facsimile



Transcription

1

"WITH THE COLORS" YMCA

Logos or images described

[image of an American flag on the left, image of an inverted red triangle with the letters "YMCA" in the center on the right]

Camp Wadsworth S.C.

May-23-18

Dear Berta

I will ans your kind little letter which I received today. Sure was glad to hear from you. I had stood it about as long as I thought I could say kid you are not the only one who has got a new suit. I have one to ha ha. I am crazy about mine to. You bet you had aught to see me. I look like a scare crow in a watermelon patch. You ask me why I did not get in the artillery. I can not ans that. I told them that I wanted it but we have not been assigned to any co. yet. We are in the

HELP YOUR COUNTRY BY SAVING. WRITE ON BOTH SIDES OF THIS PAPER

All text included not just handwritten

TranscribeNC Example 3

North Carolina
In our Vis Admiral

Know all men by these present that ^{^ (Claim ! Crts)} was Thomas Williams master or commander of a certain coasting shallop or vessel now under seizure in the port of Roanoke & province [afsd] & Samuel Ormes & John Harron & [Junr?] both of Bertie County & province [afsd] came before the Honble: [Honorable] Francis Corbin Esq. Comissary & Judge of the Court of Vice Admiralty in the province [afsd] on the sixth [begin crossed out] fifth [end crossed out] day of December in the XXVII year of the reign of our sovereign Lord George the second King of & in the year of our Lord one thousand seven hundred & fifty three and in their proper persons & having submitted themselves to ^ (the) jurisdiction of the court acknowledged themselves to owe & be indebted to Francis Corbin Esq. in the sums of thirty pounds lawfull money of Great Brittain on condition that the said Thomas Williams his heirs Exrs or admrs shall well & truly pay or cause to be paid into the said court all such [could] as shall legally be taxed by the said Francis Corbin Comissary & Judge of this court in the case the said shallop or vessle should upon a hearing to be had for that purpose be adjudged forfeeted to the said Libellant & shall do & perform all such orders as this court shall make from time to time in the promises that then this stipulation to be void or else to be & remain in full force and virtue.

Signed Sealed & Acknowledged
in open court this day & year
above mentioned

Thos. [Thomas] Williams [wax seal]

Abbreviation and seal