State Archives of North Carolina

Style Guide:

A Reference for Transcribing Lists

STATE ARCHIVES
of NORTH CAROLINA

ABOUT THE ARCHIVES

The Division of Archives and Records is part of the Office of Archives and History and the North Carolina Department of Natural and Cultural Resources. The role of the division is to provide guidance concerning the preservation and management of government records to state, county, city and state university officials; and to collect, preserve and provide public access to historically significant archival materials relating to North Carolina. The building is located in downtown Raleigh, directly across the street from the Governor's Executive Mansion. The State Archives Search Room is open Tuesday through Friday 8:00 to 5:30 and Saturday 9:00 to 2:00. To learn more, visit www.archives.ncdcr.gov or call (919) 814-6840.

ABOUT THIS GUIDE

This document was created to instruct volunteers assisting with TranscribeNC, a crowdsourced transcription project launched in 2019. Participation is open to all interested individuals, regardless of experience level or place of residence.

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Created: January 11, 2019

ABOUT THE COLLECTION

The collection consists of induction lists compiled by the local county draft boards in North Carolina of men who enlisted or were drafted during WWI.

Items from this collection are available for browsing in the NC digital collections, but this project will enhance access to them by:

- Capturing details, such as name, age, and home address. All information provided on the list will be transcribed and useful to researchers.
- Ensuring future generations have access to materials showing what life was like in North Carolina during WWI.

If you still have questions after reading this guide, contact our staff at archives.webedit@ncdcr.gov. Please make sure to fill out the subject field as specifically as possible for us to be able to accurately sort your message.

LIST FORMAT

There is one format in the collection:

TITLE

RACE (atop the list, sometimes included), NAME (last name, first name), AGE, HOME ADDRESS

LOCAL BOARD FOR JACKSON COUNTY - LIST OF INDUCTED MEN.

WHITE

Name	Age	Home address
Adams, Andy	25	Eastlaporte, N. C.
Adams, William A.	21	Eastlaporte, N. C.
Adams, William Crawford	21	Tuckaseigee, N. C.
Aiken, Eular	23	Rich Mountain, N. C.
Alexander, Bowen	25	Glenville, N. C.
Alexander, D. V.	22	Kilgo, N. C.
Alexander, John W.	21	Argura, N. C.
Alexander, Will	26	Tuckaseigee, N. C.
Alley, Felix Morris	24	Speedwell, N. C.
Allison, Coleman Birch	21	Greens Creek, N. C.
Allman, Frank	22	Webster, N. C.
Arrington, Lenore Bruce	28	Balsam, N. C.
Ashe, Alex Elisha	19	Sylva, N. C.
Ashe, James	25	Speedwell, N. C.
Ashe, James Elisha	20	Sylva, N. C.
Ashe, John Emanuel	30	Webster, N. C.
Ashe, Roy Robert	21	Webster, N. C.
Ashe, Thomas	23	Tuckaseigee, N. C.
Ashe, Thomas Walter	22	Tuchaseigee, N. C.
Ashe, William Donaldson	27	Webster, N. C.
Baley, Clyde	23	Dillsboro, N. C.
Barnes, Hurshal	25	Glenville, N. C.
Barnes, Robert	28	Glenville, N. C.
Battle, John Bascombe	21	Cullowhee, N. C.
Bennett, Dock	29	Cullowhee, N. C.
Bentley, Joel	22	Glenville, N. C.
Berry, James R.	28	Sylva, N. C.
Biddix, William Walter	22	Dillsboro, N. C.
Bigwitch, Charlie	29	Whittier, N. C.
Birch, Melvin Sylvester	21	Sylva, N. C.
Bishop, Hugh Neal	21	Gay, N. C.
Blakely, Charlie Andrew	21	Cherokee, N. C.
Blanton, William Ransom	22	Willetts, N. C.
Bradburn, Chaple	28	Whittier, N. C.
Bradley, Bedford	22	Wilmot, N. C.
Bradley, Morgan J.	25	Cherokee, N. C.
Bridges, Richmond Pearson	22	Whittier, N. C.
Brooks, Joe Lee Melvin	22	Greens Creek, N. C.
Brown, Claud	21	Argura, N. C.
Brown, Robison	24	Argura, N. C.
Browning, John C.	26	Gay, N. C.
Bryson, Bascom	28	Fall Cliff, N. C.
Bryson, Harley McDuff	23	Sylva, N. C.
Bryson, Kimsey	30	Cashiers, N. C.
Bryson, Samuel Richard	21	Fall Cliff, N. C.
Buchanan, Clyde Davis	19	Dillsboro, N. C.
Buchanan, Edgar	23	Greens Creek, N. C.
Buchanan, Garland	21	Greens Creek, N. C.
Buchanan, Rufus	23	Greens Creek, N. C.
Buchanan, V. C.	21	Greens Creek, N. C.
Bumgarner, Fred Charles	22	Fall Cliff, N. C.
Bumgarner, Lewis Wilburn	20	Sylva, N. C.
Bumgarner, Roy Carl	21	Sylva, N. C.
Butler, Lacey McDonald	21	Sylva, N. C.

GENERAL GUIDELINES

Inconsistencies

- The documents may contain typing and spelling errors and inconsistencies. Our goal is not to determine what is correct, but rather to provide enough details so that researchers can find the documents that are relevant to their work.
- Occasionally, a list may be presented under the wrong name or county; when this happens, the information on the list should prevail.

Spelling

- Transcribe people's names exactly as they appear, including typos and abbreviations: Thpmas or Wm.
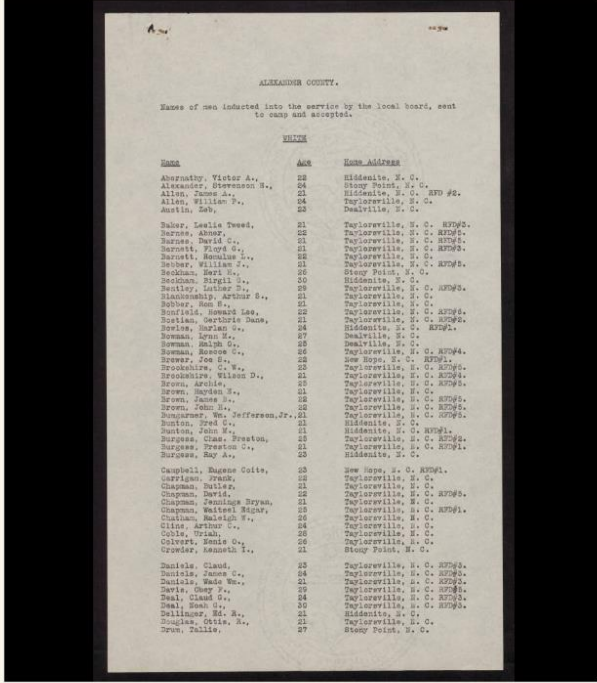- For town and city names, type the correct spellings: Marengo instead of Maringo.

Illegible Text

- If characters in a word are difficult to read, make a guess and enclose the entire word in single square brackets: [Tomlinson].

Review

- Select Needs Review (located to the left of the Save Changes button on the individual list pages) only in the following situations:
    - When the name contains typos, misspellings, abbreviations, or illegible text, staff will review these entries individually.
    - If the same list has been digitized twice.
    - If the image of the list is illegible even after zooming in.

Example Transcription

- For samples of other types of transcriptions, refer to Veterans Oral History Transcription Project

FROMTHEPAGE NAVIGATION

Logging In

- Log in to your account at FromThePage (https://fromthepage.com)
    - Select **Sign In** at the top right corner of the page.
    - You can type either your login name or email address on the first line.
    - To edit account details (email address, login name, password, etc.), click on **Signed In As** (also at the top right corner) and select **Your Profile**.

Finding Collections

- Click on **Find A Project** in the top banner to view the entire list of collections in FromThePage.
- Scroll, use the search box, or search (Ctrl + F on PCs, Command + F on Macs) to find the desired collection.
- Click on the name of the collection of your choice.
    - After reaching the individual collection page, you can save the address for future use.
    - During subsequent FromThePage sessions (after logging in), you can paste that link into the address bar to go directly to the collection project page.
- On the collection page, choose a new Work (FromThePage designation). The entry for each set includes a progress bar to indicate which sets have been edited.
- <mark>Only one person should work on a set of lists, so select a work that is **0% transcribed** (unless you are returning to continue work that you began).</mark>
- Advance to the next list using the arrows at the top right of the page. You can also navigate to previous lists to compare names and details.
- Once a set of lists has been completely transcribed, it will no longer display to the public. If you cannot find a particular list, it was likely completed by someone else.
- On the page for the selected set, click on a list to begin transcribing.
    - If you are returning to a set of lists you began in another session, click on the **Pages That Need Transcription** button on the right to navigate directly to the next list.

TRANSCRIBING

- Adjust the display of the object as needed.
- Type information into the blank fields exactly as written in the original, including punctuation, misspellings, and abbreviations.
- Only one space is needed to indicate the beginning of a new column (Name, Age, Home Address).
- After transcribing the page, click the **Save Changes** button (above the viewing area on the right).
- Advance to the next list using the arrows at the top right of the page. You can also navigate to previous lists to compare names and details.
    - If you attempt to move to another page without first saving your work, you will be prompted to do so.
- General **Transcription Conventions** are listed below the list, along with a link (**More help....**) to a full list of instructions.

- You can leave comments in the **Page Notes** feature at the bottom of each page, but these will not be monitored (unless the list is also marked **Needs Review**; see the general instructions for more details).

Tips for maps, images, and other unique features

- When transcribing, it is not necessary to preserve columns, line breaks, or hyphenated words in the text. Typing out sentences without line breaks will improve search results by allowing users to search for whole words or phrases in the document.
- You can identify images by describing its features in [brackets.]
- It might not be feasible to transcribe every landmark identified on a map.
- Most maps, however, contain keys or legends with important information.
- For more information about deciphering handwriting, refer to our Handwriting Guide.

FIELD DEFINITIONS

Last Name

- Last name of the individual.

First Name

- First name or initial of the individual.

Middle Name

- Middle name or initial of the individual. If only an initial is given, end with a period even if the original text does not include punctuation. If more than one middle initial is given, include both in this field, separated by a space: **W. H.** Leave the field blank if no middle name or initial is included. If a name includes parentheses, omit the punctuation and type the complete name: **Sidney** instead of **S(idney)**.

Suffix or Title

- Suffix (Jr., Sr., III, etc.) or title (Dr., Mrs., etc.) of the individual.