

**MAINE COMMUNITY HERITAGE PROJECT
APPENDIX F**

Maine Historical Society Transcription Guidelines

GENERAL RULES

- Type all the pages of text into one Word document. See below for information on separating the pages within the document.
- Save the scans for a multiple page document as filename_s1, filename_s2, using the "s" and a number to indicate the order of the scans. This will be much less confusing in the long run than trying to use page numbers.
- Be sure to transcribe ALL writing, except writing clearly added by a later party (such as the collection owner).

SPECIFIC GUIDELINES FOR TRANSCRIBING DOCUMENTS TO SHARE ON THE MAINE MEMORY NETWORK

1. Transcribe all documents as they are, mistakes and all. However, when encountering the early American long "s" that might look like an "f," transcribe it as an "s" since that's what it was and was known as.
2. Keep punctuation as is.
3. If the writer has put in extra text between the lines of the letter or document, leave an extra line, then use a ^ (hold down "shift" with the "6" key) and insert the words in the line you have left blank. The transcription should look as much like the original document as possible.
4. Footnote any added description, definitions or notes.
5. Square bracket all changes (for example: letter[s]) or questions [?] or use them to indicate missing text if it can not be discerned in the context of the document, ex. [missing words] [missing page]
6. Use brackets sparingly. Use only when necessary to clarify a thought or denote a question on the part of the editor. For example:

"Sincerely, Charles Chnbrs [?]."
7. Match the lines in the original document to the lines of the electronic document if possible. The first line in the original should correspond with the first line in the electronic document.

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8. Use Times New Roman font.
9. Each page of a multi-page manuscript should be separated with a page-break and the words [scan 2 begins], or [scan 3 begins], and [end scan 1] at the bottom of the page, etc.
10. At the top of each document, type the item's local code. (This is the internal code, numbers, or name that your organization uses to locate/organize the object within the collection.)
11. If you are having trouble figuring out what the document says, try these tips:
 - Ask someone else to have a look.
 - Look through the document for similar words or letter strokes.
 - Look up possible words in the dictionary or in dictionaries of early American usage.
 - Do an Internet search to see if the word you are guessing comes up.
 - Consult a reference book like *Reading Early American Handwriting*.
12. **To submit transcriptions electronically to MMN:**
 - Create a folder with the transcription's related MMN image number;
 - Put the actual Word file of the transcribed document in that folder; and
 - Email the folder to Fran Pollitt, Maine Memory Network cataloger, at fpollitt@mainehistory.org.