

## Transcription Conventions

### Misspellings

If the writer makes a mistake in spelling that the reader may reasonably construe as the transcriber's error, [sic] is typed immediately after the word. If a reader would not question the transcriber's carefulness in transcription, mere misspellings are left without any such remark. In instances of a grossly misspelled word, the transcriber may choose to supply the correct work in brackets following the misspelled word: qeshun [question]. However, if a manuscript is filled with misspellings, it is best to transcribe just as is, reserving [sic] and corrections just for those cases in which the reader might become confused or suspect a transcriber error.

### Mutilated or Illegible Manuscripts

#### 1) Uncertain interpretation

Don't record rough guesses without specifying them as such. Leave a clear indicator of a problem using a bracket and question mark [?] or a bracket with the word "illegible" [*illegible*]. If you are unsure whether you have read a word correctly place a question mark in square brackets directly after it e.g. "[Indian?]"

#### 2) Text missing or unreadable

In the case of damaged or illegible manuscripts, if no guess can be made about the missing text, an appropriate comment should be made. Please enclose any comments you make in square brackets and italicize the enclosed text e.g.

[*MS burned*]

[*2 words illegible*]

In the afternoon I went [*MS torn*] and helped with the threshing.

Somewhere between the Mississippi and [*illegible*], you will see the house.

### Words Crossed Out

In manuscripts, words are often found crossed out by the author. In such cases, the text should be followed exactly. Use the font strikethrough option for every word or letter struck out by the author.

### Blanks in Text

If a space for a date, figure, or other data is left blank in the manuscript, the form [*blank in MS.*] is used.

e.g. The warden personally appeared before me this [*blank in MS*] day of March...

### Repetition of Words

Inadvertent repetition of words by the author is indicated by [sic] following the extra word or words.

e.g. Care must be taken in in [sic] this matter.