Mount Auburn Cemetery
Historical Collections & Archives

Transcribing Mount Auburn: Quick Reference Guide

Transcribing

Type what you see: Keep original spelling, grammar, punctuation, and word order, even if it is incorrect and there are spelling mistakes. Our goal is to be faithful to the original document. Type all markings on the page including page numbers. Do not add punctuation.

Keep it simple: Don't worry about formatting the page. Hit the return key once for a new line and hit the return twice for a new paragraph.

Illegible word: Use brackets and question marks: [?] and include a guess or partial word: [Ameri?]

Save frequently: Click the SAVE CHANGES button often to save your progress. It's located below your transcription on the lower right.

Multiple letters on one page: Type letters in the order that you see them on the page. Use three line-breaks to distinguish between each letter or break in the text.

Editing

Complete review: After editing, unclick NEEDS REVIEW to indicate that work on the page is finished.

Blank page: If you come across a blank page, click MARK AS BLANK.

Illegible page: Use the NOTES AND QUESTIONS section to tell us that the page is illegible.

Other

Printed letterhead and forms: Indicate with [letterhead: transcribed text] and type text within brackets. Transcribe the printed text as well as the handwritten text.

Image, stamp, diagram, sketch: Indicate with [image: horse with saddle] and include brief description within brackets.

Tables and column: Use the pipe symbol: | to create columns and use line breaks for rows: | A | B | C |

Notes in other handwriting: Include all notations and entries in other handwriting. No need to indicate if it's pencil or pen, or that it's different handwriting. Leave any questions in the comments.

Subject headings in the margin: Indicate subject headings with three equal signs = to either side of heading text: === Trustee Meeting ===. Put the heading all on one line even if it's on many lines in the original. Type headings before related text. We recommend looking at previous pages as examples.

Formatting Text

Place an opening <tag> at the start and closing </tag> at the end of the words to be formatted:

Bold: bold

Underline: <u>underline</u>

Italic: <i>italic</i>

~~Strikethrough:~~ <s>strikethrough</s>

[Super]script: ^{superscript}

[Sub]script: _{subscript}

[Inserted]^text: Insert a carrot ^ and use <sup> or <sub> to copy the original

Thank you for helping transcribe our history! We hope you enjoy exploring our collections.

Email your questions and discoveries to transcribing@mountauburn.org

8/26/2020