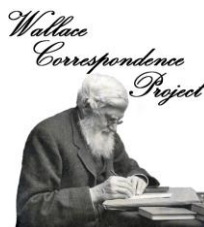


# The A. R. Wallace Correspondence Project's Transcription Protocol

\*Version 17.3\*



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## INTRODUCTION

This guide explains how to use the Wallace Correspondence Project's (WCP) protocol to transcribe manuscripts and published texts for inclusion in the WCP's online repository of Wallace's Correspondence and other manuscripts - [Wallace Letters Online](#).

The WCP protocol is a 'clear text' method of transcription which aims to preserve much of the original layout of the text, but imposes some formatting rules in order to standardise the layout to make the text easier to read and understand.

Our protocol can trace its ancestry back to those used by Darwin Online ([http://darwin-online.org.uk/Manuscript\\_transcription\\_policy.html](http://darwin-online.org.uk/Manuscript_transcription_policy.html)) and the Tyndall Correspondence Project (<http://www.yorku.ca/tyndall/transcription.html>). These in turn evolved from the protocol developed by the Darwin Correspondence Project (<http://www.darwinproject.ac.uk/editorial-policy>).

**Before beginning your transcription work please study a sample transcript (see the sample transcript at the end of this document and <http://wallaceletters.info/content/transcription>) and read the instructions below very carefully. Thanks!**

## SETTING UP YOUR WORD PROCESSOR

Before you begin work, please turn off all auto text correcting functions in the word processor you are using e.g. auto capitalisation and spelling correction.

If you are using MS Word, please select "AutoCorrect Options" from the Tools menu and untick ALL of the checkboxes on ALL of the tabs. We **do not** want formatting like Word smart quotes or 'features' like automatic numbered-lists (when producing numbered lists for Endnotes *etc.*, please type the numbers yourself).

Next, from the Format menu, select "Paragraph" and make sure that "Spacing" "Before" and "After" are both set to "0 pt." and that "Line spacing" is set to "Single".

To make sure these are all permanently turned off you need to make these changes to Word's 'Normal' template and then save it. This is how you do it: <http://office.microsoft.com/en-us/word-help/change-the-normal-template-normal-dot-HP001121028.aspx>

Please never use tabs or indents. If you need to reproduce a list with two or more columns then use a Table.

Please use Arial 12 point font only. The **only** formatting you should ever use in transcripts is: *italics*, **bold**, underline, **bold underline**, ~~strikethrough~~, <sup>superscript</sup> and right and left justification. No other formatting is permitted and any found will be removed.

Please save documents as Microsoft Word “.doc” files, do not use the newer “.docx” format.

Please follow the conventions below and if you encounter a situation not covered by them then discuss the matter with the WCP's Archivist Ruth Benny ([r.benny@nhm.ac.uk](mailto:r.benny@nhm.ac.uk)) before proceeding any further!

## LAYOUT OF THE TRANSCRIBED TEXT

### PAGE & READING ORDER NUMBERS

#### 1. Manuscript Letters

The 'page' numbers included in transcripts of manuscript letters actually denote the READING ORDER of the text *i.e.* the order in which the text pages of a letter should be read. If the original letter includes blank pages or has multiple layers of text (see below), then the reading order numbers of the transcript will differ from the 'actual' page numbers of the manuscript.

Blank pages of the letter should be ignored, *e.g.* if a letter has four pages but page 2 is blank, then the text of the transcript should be numbered 1, 2 and 3.

Reading order numbers should always be enclosed in two sets of square brackets *e.g.* [[1]]. **No other text should ever be enclosed in two sets of square brackets.**

The first number "[[1]]" should be the first text present on the first page of the transcript (it comes before any other text) and it should be separated from subsequent text (*e.g.* the address) by a blank line (*i.e.* press the RETURN key twice after typing "[[1]]" and then begin typing the transcript).

Reading order numbers denoting subsequent pages of text (2, 3 *etc.*) should be inserted into the appropriate place in the text **before** the first word on the page they refer to and should have a space after them *e.g.* “curious [[2]] contrasting colour” or “[[5]] P.S. Williams says...”

If a page has multiple layers of text on it then please use an endnote to explain how the reading order and actual page order differs (see the ENDNOTES section below for an explanation of how to do this).

#### 2. Other Manuscripts

In the case of manuscripts which are not letters (*e.g.* notebooks), blank pages **are included** in the reading order sequence, so the reading order numbers will usually correspond to the actual numbers of the manuscript pages. In the case of blank pages, type the number of the page, followed by a space and

then the next reading order number e.g. "the butterfly. [[2]] [[3]] The river flowed" [in this case 'page' 2 is blank]

### 3. Published Letters

Please record the page numbers printed on the page in italicised square brackets "[ ]" after the reading order number, and prefix the page number with "p." e.g. "[[1]] [p. 262]".

## LETTER HEADER

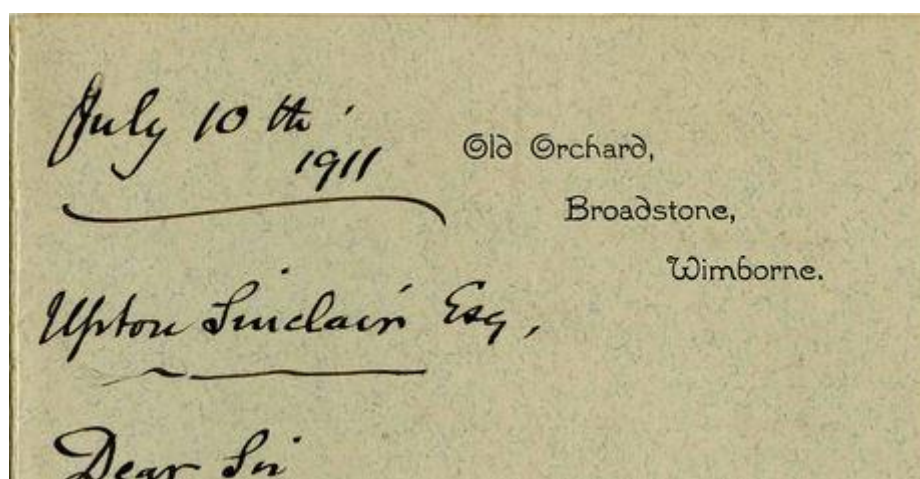
The header is the text which appears at the beginning of a letter before the salutation and main body text. The text in the header should mirror the original layout as closely as possible. In the case of original manuscript letters **only**, the sender's address and the date are treated as separate paragraphs and should be aligned right. All other text in the header (and for that matter in the rest of the letter) should be aligned left.

### 1. Sender's Address

The address of original manuscript letters should be aligned right and each line of the address should be separated from the next by one paragraph mark (*i.e.* press the RETURN key once at the end of each line).

If the address is printed or embossed then it should be put into *italics* and it should always be placed as the **first text** of page 1 of the transcript (*i.e.* it should always follow the reading order number of page 1 – "[[1]]"). Any handwritten text which appears above or to one side of it should be separated from it by one blank line and placed below it.

**For example:**



The header information above would be transcribed as follows:

[[1]]

Old Orchard,  
Broadstone,  
Wimborne.

July 10<sup>th</sup>. 1911

Upton Sinclair Esq.

The addresses of handwritten/typed **transcripts** and **published** letters should be transcribed as they are written and should be aligned left like the rest of the text *i.e.* they are not treated in any special way.

## 2. Date

The date should be transcribed exactly as it is written.

In the case of original manuscript letters **only** the following applies: the date is treated as a separate paragraph and it should be separated from any text above it by a blank line, and aligned right. A blank line should follow it (press the RETURN key twice). It should always be separated from any text before or after it by blank lines - even if this text appears on the same line as the date in the original manuscript letter.

The date on handwritten or typed **transcripts** and **published** letters should be written and formatted as it appears on the page.

If the date is incomplete but the missing part is known then please supply it *e.g.* “[18]90” (an endnote (see below) will probably be needed to explain how this was determined).

**Here are some examples of how addresses and dates should be formatted:**

If the address and date appeared on the same line as follows:

Ternate, Moluccas, Oct. 6. 1858.

They would be formatted as follows in the transcript:

Ternate, Moluccas,

Oct. 6. 1858.

**Another example:**

If the original letter reads:

Private

Sept 4 85  
Berkeley Lodge  
West Hill, Putney SW

The text would be formatted:

Private

Sept 4 [18]85  
Berkeley Lodge  
West Hill, Putney SW

**SALUTATION (Greeting at beginning of letter)**

In the case of original manuscript letters **only** the following applies: the salutation (e.g. "Dear Darwin,") is treated as a separate paragraph which should be separated from the text in the header above it by one blank line (*i.e.* press the RETURN key twice). A blank line should follow it.

The salutations of handwritten/typed **transcripts** and **published** letters should be written and formatted as they appear on the page.

**PARAGRAPHS**

Paragraphs should be left flush with the left-hand margin with a blank line between them (except for the exceptions noted above) (*i.e.* press the RETURN key twice after ending the paragraph). Special manuscript devices delimiting sections or paragraphs, for example, blank spaces left between sections of text and lines drawn across the page, are treated as normal paragraph indicators and are not specially marked or recorded unless their omission would make the text unclear.

**MULTIPLE LAYERS OF TEXT**

Some early letters have text which is written in several different directions (e.g. horizontally and vertically) on the same page. Please insert the transcribed text of the second (and any other) layers into the transcript at the point where it was intended to be read and use endnotes to explain the situation in the same way as for text in the margins (see below).

For example, a two page letter may have two layers (horizontal and vertical) of text on both pages and the reading order of the text may be: page 1 then page 2 for the first (horizontal) layer; then page 1 and page 2 for the second (vertical) layer. The text of the second (vertical) layer of pages 1 and 2 would

therefore be placed *after* the text of page 2 of the transcript (*i.e.* the letter would be treated as having four pages) and endnotes would be used to explain the positioning of the text in the original. The reading order numbers in the transcript would be [[1]] for the first layer (horizontal text) on page 1; [[2]] for the first layer (horizontal text) on page 2; [[3]] for the second layer (vertical text) on page 1; and [[4]] for the second layer (vertical text) on page 2.

## **TEXT IN THE MARGINS**

Text which is part of the original letter and is written in the margins should be inserted at the point in the transcript where it was intended to be read, if this can be ascertained. An endnote (see below) should be used to describe the physical position of this text in the manuscript.

For example, in some cases the final part of a multi-page letter may be written in the margin of the first page. This text should be transcribed as part of the **final** page of the transcript, but with an endnote stating that it was written in the margin of the first page (*e.g.* the marginal text might read “but<sup>1</sup> fortunately I escaped with my life!” and the endnote might read: “1. The text which runs from this point until the end of the letter is written vertically up the left margin of the first page of the manuscript.”)

If the marginal text is clearly not meant to be part of the main text on the page (*e.g.* if it is a general comment about something that is written in the main text) then please place an endnote number after the reading order number of the page in question and include the text in an endnote, rather than in the main body of the letter.

## **LATER ANNOTATIONS**

If it is believed that handwritten text was written after the letter was written by the author, and/or the handwriting is not in the hand of the author of the letter, then use endnotes to record it (see below).

## **LISTS**

Each line of text which is written in the form of a list should be separated from the next by a paragraph mark (press the RETURN key once at the end of a line).

## **TABLES**

Tables are reproduced as close to the original format as possible (insert a table with the correct number of columns and rows into the transcript).

## **ILLUSTRATIONS**

Any hand-drawn illustrations and diagrams that appear in the letter should be omitted. However, editorial comments should be made in the appropriate

place in the text, which briefly describes them e.g. "[a sketch of a butterfly appears here]"

### **VALEDICTION (The parting words at the end of a letter)**

The valediction should be combined into a single line to save space, and the positions of line-breaks in the original should be marked by vertical bars (called 'pipe' characters) with a space on either side i.e. " | " (this is probably on the same key as the "\ " character). For example: "Believe me | Yours very faithfully | Alfred R. Wallace"

The valediction should be separated from the text above it by a blank line.

If the letter is an original manuscript (not a later copy) actually signed by the author, then please record the signature by transcribing the name of the author (in the form it appears in the signature - if it is readable), followed by "[signature]" (i.e. in square brackets and italicised). For example "Alfred R. Wallace [signature]". Do not underline the name of the person whose signature it is.

## **PROTOCOLS USED FOR TRANSCRIBING TEXT**

When transcribing manuscripts you should adhere as closely as possible to the original layout and spelling of the original, enclosing all text which is not part of the original in square or angle brackets i.e. [ ] or < > (see below for more information). Original spelling should be retained and misspellings should be indicated by inserting [sic] immediately after the misspelt word e.g. "caterpillar [sic]" (or [sic?] if you are not sure). In cases of grossly misspelled words please supply the correct word in non-italicised brackets instead of inserting "[sic]" e.g. "evolooshun [evolution]".

### **INSERTED WORDS**

When an author has inserted one or more words, these should be transcribed in superscript and inserted into the text where the author intended that they should be read e.g. "Darwin tells <sup>me</sup> that".

### **SPECIAL SIGNS (BREVIGRAPHS)**

These should be kept as written e.g. "&" (and), "&c." (*et cetera*). Please be aware that "&" may look like "+".

### **SYMBOLS**

"æ" is transcribed "ae", "œ" is transcribed "oe", "Æ" is transcribed "Ae". "♀" and "♂" should be retained as they are.



## QUOTATION MARKS

Transcribe these as they are written.

## PERIODS/FULL STOPS, DASHES & HYPHENS

Dashes, multiple periods/full stops *etc.* at the ends of sentences should be transcribed as written. If no punctuation mark occurs at the end of a sentence then insert a period/full stop in square brackets *i.e.* "[.]". Dashes should be written as a two hyphens (--) rather than en-dashes or em-dashes (**Important:** please ensure that your word processor does not automatically convert hyphens to dashes). If there is a series of dashes then separate the double hyphens with spaces *e.g.* "-- -- --".

Dashes within sentences should also be transcribed as two hyphens, but dashes indicating that a word has been split between lines (usually words abutting the right-hand margin of the page) should be 'silently' ignored (*e.g.* write "butterfly" rather than "butt--erfly").

## CAPITAL LETTERS

These should be kept as written.

## MISFORMED LETTERS

For example an inadvertent crossing of "l". A "t" is only transcribed if it is clear that this was the intended letter.

## CROSSED OUT WORDS

Use strikethrough font to depict deletions which are still legible *e.g.* "~~deleted~~"  
See below for how to record illegible text.

## UNDERLINING

When the author has underlined text this should be represented in underline font. Where the author of a manuscript has indicated greater emphasis by underlining a word or passage two or more times, the text should be rendered as **bold underlined**.

## PARENTHESES

Parentheses “( )” are transcribed if they appear in the original text. However, if the author used square brackets they should be changed to parentheses.

## TRANSCRIBER EDITS AND INSERTIONS

Square or angle brackets should be used to enclose insertions and comments by the transcriber or editor.

Regular square brackets [ ] enclose **editorial insertions**, whilst italic square brackets [  *] enclose all **editorial comments**, which are themselves written in italic text. Angle brackets < > are used to insert **surmised text** in cases where the original text is damaged or otherwise unreadable. More detailed explanations follow:*

### **EDITORIAL INSERTIONS (non-italicised square brackets: [ ])**

If possible please supply text which the author has accidentally or deliberately omitted, and enclose it in non-italicised square brackets e.g. "In the morning we went [to] the village" or "The plumage of this sp[ecies] is most handsome.". If you are uncertain include a question mark e.g. "This sp[ecies?] has greatly enlarged mandibles."

If the date of the letter is incomplete but the missing part is known then please supply it e.g. [1890] (an endnote will probably be needed to explain how this was arrived at). In the case of less common abbreviations please supply the missing part of the word[s] e.g. "y[ea]r" instead of "yr", or "Oct[ober]." instead of "Oct." (note the inserted text is placed before the full stop of the abbreviation)

### **EDITORIAL COMMENTS (italicised square brackets: [ *])***

Please enclose any comments you make in square brackets and italicise these plus the enclosed text e.g. "[*MS burned*]"

#### **1. Uncertain Interpretation**

If you are unsure whether you have read a word correctly then place a question mark in square brackets directly after it e.g. "Darwin[?]". Don't leave a space between this and the queried text.

#### **2. Missing or Unreadable Text**

In the case of damaged or illegible manuscripts, if no guess can be made about the missing text (see above), an appropriate comment should be made e.g.

"[*2 words illeg.*]" (Note: "illeg." = illegible)

"[*MS burned*]"

"[*MS blotted*]ing Darwin!"

"sp[*MS illeg.*] Bates"

### 3. Signatures

"*[signature]*" should be inserted after all signatures – whether full signatures or just initials e.g. "A. R. Wallace *[signature]*". Do not underline the person's name.

#### **SURMISED TEXT (angle brackets: < >)**

In the case of mutilated or illegible text, if a word or words can be deduced from the context, then please insert it/them in angle brackets '< >' e.g. "My son <William> wrote to you" Uncertain guesses should be followed by a question mark e.g. "Bates says that the local ladies are very <attractive?>".

## **ENDNOTES**

Comments that provide information relating to the text itself, or about people, places and things mentioned in the text, should be placed as endnotes at the bottom of the final page of the transcript and referenced using superscript numbers inserted into the appropriate place in the text. For example, in order to explain who a person referred to simply as "Herbert" is, insert a superscript "1" after the name (*i.e.* "Herbert<sup>1</sup>") and write an endnote at the end of the document, which might read: "1. Wallace, Herbert Edward (1829 - 1851). ARW's brother."

Endnotes should also be used to record any handwritten text which was added after the letter was written, and/or text that was written by someone other than the author of the letter. Use a superscript number in the text as near to the place that the text in question appears, and then write an endnote which lists the text e.g. "2. Text in the hand of William Wallace reads "Letter number 20"".

If the reading order of a letter differs from the actual layout of the pages (e.g. the letter has multiple layers of text), then please record this by inserting an endnote number after the reading order number (e.g. "[[4]]<sup>3</sup>") and then explain the situation in an endnote e.g. "3. The remaining text of the letter is written vertically over the first layer of text on page two of the manuscript." Please try to explain this as clearly as possible.

The heading "**ENDNOTES**" should be added above any endnotes and a blank line should separate this heading from the first endnote.

Endnotes should be separated from each other by a blank line (*i.e.* press the RETURN key twice after finishing an endnote before beginning the next).  
Note: please do NOT use Word's automatic numbered-list 'feature' to create endnotes (or other numbered lists) - type each number yourself.

## NAMES OF PEOPLE IN ENDNOTES

When you write an endnote to explain who a person mentioned in a manuscript is, please type the person's name (see below for how to format this), followed by the dates of their birth and death (if known), and then a short remark about their profession etc, which you think will help to identify them e.g. "2. Gray, Asa (1810-1888). American botanist."

The name of the person is the full name used by that person at the time of their death. Any commonly used nicknames are noted in ("") after the forename(s) and any earlier surname(s) is/are noted in () after the surname using "née" to indicate a maiden name, "formerly" to indicate a change for a reason other than marriage, and "then" to indicate any earlier married names.

Some examples are:

Alexander, Patrick Proctor ("Pat")  
 Allingham, Helen Mary Elizabeth (née Paterson)  
 Sims, Frances ("Fanny") (née Wallace)  
 Comerford-Casey (formerly Casey), George Edward  
 de Grey, Marion (née Withers, then Gwytherne-Williams)

## REFERENCES IN ENDNOTES

If references are cited in endnotes then they should be formatted as follows:

### Journal Articles:

Format: Authors. (Year\_Printed [Year\_Published]). Article\_Title. Publication, Series, Volume(Part): Page\_Range. [p. Page\_Published]

Example: Stevens, Samuel. (1849). Journey to explore the province of Pará [extract from a letter dated 23 Oct., Pará, from Wallace and Henry W. Bates to Samuel Stevens, their collections sales agent]. *Annals and Magazine of Natural History*, Series 2, 3(13): 74-75. [p. 74-75]

### Books:

Format: Authors. (Year\_Printed [Year\_Published]). Book\_Title, Volume, Publisher. Book\_Pages. [p. Page\_Published]

Example: Marchant, James (Ed.). (1916 [1917]). *Alfred Russel Wallace; Letters and Reminiscences*, Vol. 1. Cassell and Co., London & New York. 507 pp. [p. 467]

**Book Chapters:**

Format: Authors. (Year\_Printed [Year\_Published]). Article\_Title. Page\_Range.  
*In:* In\_Author. Book\_Title, Volume, Publisher. Book\_Pages. [p.  
 Page\_Published]

Example: Mallet, James. (2008). Wallace and the species concept of the early Darwinians. 102-113. *In:* Smith, Charles & Beccaloni, George William (Eds). *Natural Selection and Beyond: The Intellectual Legacy of Alfred Russel Wallace*, Oxford University Press, Oxford, UK. i-xxv, 1-482. [p. 103]

**Websites:**

Format: Authors. (Year\_Printed). Article\_Title. <Website URL>  
 Date\_Accessed

Example: Catchpole, Caroline. (2013). Bates, Frederick.  
 <<http://wallaceletters.info/content/bates-frederick>> [accessed 29 May 2013]

**Information about the elements which make up a reference:**

**Author(s):** Full name of authors with surnames first e.g. "Catchpole, Caroline & Beccaloni, George William". If more than three authors then use "*et al.*" e.g. "Catchpole, Caroline *et al.*". If an author is the editor of the book then please indicate this e.g. "Smith, Charles & Beccaloni, George William (Eds)" or "Beccaloni, George William (Ed.)"

**Year\_Printed:** The year printed on the publication.

**Year\_Published:** Include this only if the year the item was actually published differs from the year printed on the publication.

**Article\_Title:** Titles of articles and book chapters should be in lower case (apart from proper nouns which should have the first letter capitalised) [*i.e.* the title should be in sentence case].

**Book\_Title:** Titles of books should be in title case.

**Publication:** Names of journals should be in title case.

**Page\_Range:** The page number sequence of the entire article or book chapter.

**Book\_Pages:** The pagination of the book e.g. "i-xxi, 1-509" or "708 pp."

**Page\_Published:** The actual page(s) the letter is published on.

**Publisher:** Name of Publisher followed by place of publication e.g. "Oxford University Press, Oxford, UK"

**Website URL:** For online articles please give the full url of the Web page e.g. "[http://en.wikipedia.org/wiki/Charles\\_darwin](http://en.wikipedia.org/wiki/Charles_darwin)"

**Date\_Accessed:** The date you accessed the Website.

## SOURCE OF TRANSCRIPT

In the case of transcripts taken from websites (e.g. the Darwin Correspondence Project's website), the source should be stated under the heading "**SOURCE OF TRANSCRIPT**". This should always be placed at the end of the document after any other text. The text detailing the source of the transcript should be separated from the heading by a blank line.

An example of such text is: "This transcript originates from Charles H. Smith's *The Alfred Russel Wallace Page* website (<http://people.wku.edu/charles.smith/index1.htm>): See <http://people.wku.edu/charles.smith/wallace/S345A.htm>"

## USEFUL ONLINE RESOURCES

When trying to decipher the spellings of names of people mentioned in letters the following list on Charles Smith's Wallace Page website might be useful: <http://people.wku.edu/charles.smith/wallace/names.htm> You might also try <http://www.darwinproject.ac.uk/all-darwins-correspondents>, Wikipedia, or the Oxford Dictionary of National Biography (<http://www.oxforddnb.com/>). The search systems on Smith's website (see bottom of this page: <http://people.wku.edu/charles.smith/home.htm>) and [Wallace Online](#) are very useful for checking the spellings of place names, scientific names of plants and animals *etc.*, since they search through the text of most of Wallace's publications, where the name you are interested in might have been mentioned.

Other useful websites are: [IPNI](#) for spellings of the scientific names of plants; [ION](#) and [Index Animalium](#) to check spellings of animal scientific names; the [Columbia Gazetteer of the World](#) for place names; and [Word by Letter](#) to help figure out what a word you are trying to read and transcribe might be.



## SAMPLE TRANSCRIPT

Sample transcript showing paragraph marks, with the manuscript letter below.

[[1]]¶  
¶

Waldron Edge, Duppas Hill,¶  
Croydon.¶  
¶  
Oct. 11th. 1878¶  
¶

My dear Carruthers!¶

¶  
I am writing an article on "Epping Forest" & want some information on its Botany. Can you refer me to any accounts of it or list of its plants, especially trees & bog-plants. Or can you refer me to any local botanist or any one who has worked at the Essex Flora.¶

¶  
I shall be glad of a few lines of testimonial from you at your convenience. Make [[2]] it short & almost wholly referring to my having had practical experience of planting, & made a special study of the subject, as I hear that being "scientific" is my greatest danger with the Committee!¶

¶  
Believe me | Yours very faithfully | Alfred R. Wallace [signature] ¶

¶  
P.S. Asa Gray<sup>2</sup> has just sent me his delightful lecture on the Temperate Forests which I am going to use largely in my paper.¶

¶  
A.R.W. [signature]¶

### ENDNOTES¶

- ¶  
1. Carruthers, William (1830-1922). British botanist, geologist and agriculturalist.¶  
¶  
2. Gray, Asa (1810-1888). American botanist.¶

Waldron Edge, Duppas Hill,  
Croydon.  
Oct. 11th. 1878

My dear Carruthers

I am writing an article on "Epping Forest" & want some information on its Botany. Can you refer me to any accounts of it or list of its plants, especially trees & bog-plants. Or can you refer me to any local botanist or any one who has worked at the Essex Flora.

I shall be glad of a few lines of testimonial from you at your convenience. Make

it short & almost wholly referring to my having had practical experience of planting, & made a special study of the subject, as I hear that being "scientific" is my greatest danger with the Committee!

Believe me  
Yours very faithfully  
Alfred R. Wallace

P.S. Asa Gray has just sent me his delightful lecture on the Temperate Forests which I am going to use largely in my paper.

A.R.W.



This document was created by Dr George Beccaloni (Director of the Wallace Correspondence Project, Natural History Museum, London, UK) in July 2011 and revised by George in April 2014. It is licensed under [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported](#)

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Please send any comments/suggestions to George at [g.beccaloni@nhm.ac.uk](mailto:g.beccaloni@nhm.ac.uk)

