

## Transcription guidelines at a glance

Detailed guidance on the layout and content of the wage book is provided in the Zooniverse Field Guide, and in the Transcription Manual. The following is intended as a quick summary of everything covered which you can use as a crib sheet while transcribing:

- Retain all original spellings, however unusual they seem.
- Retain the use of interchangeable letters like i/j and u/v as they are given in the wage book.
- Retain the use of upper- and lower-case letters as they appear in the book.
- Don't expand abbreviated words which are still in current use (for instance 'etc' and 'Mr').
- Expand other abbreviations wherever you are able to, using square brackets to indicate the letters you have added.
- Where superscript letters appear in the text, just type these on the line as normal letters rather than trying to represent them as superscript.
- For suspensions (i.e. words which conclude with an abbreviation sign indicating that something is missing): where you have an uncertain idea of the letter/s that are missing, supply them in square brackets with a question mark. Where you are completely unable to guess what is missing, use an apostrophe. Otherwise simply add the missing letters in square brackets.
- Retain original spacing (or more specifically lack of spacing) between words.
- Transcribe all Roman numerals as you see them.
- Retain the abbreviated forms for pounds, shillings, pence, and halfpence: li, s, d, ob.
- Use angled brackets to indicate deleted text: if you are able to make out the letters/words that are deleted, transcribe them between the angled brackets; if not, then use a full stop to indicate each deleted letter, and a space to indicate spaces between words; if you can't make out the deleted matter at all, simply use angled brackets with several blank spaces inside.
- Use square brackets to enclose any text you supply. This includes any notes on what you see; indications of illegible text; editorial notes like [in margin] and [above line]; and any conjectural readings you are unsure about - in this case also using a question mark.
- To indicate a word or phrase which has been inserted above the line, use caret marks at either side of the word or phrase.
- Preserve all line breaks by using the return key, as well as dashes between the numbers of days/payments in individual entries, but you don't need to record the crosses at the opening of each entry.
- Ignore any Arabic numbers at the bottom of the page as these are modern folio numbers.