

# Guidelines and Tips for Transcribers

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# Diplomatic Transcription

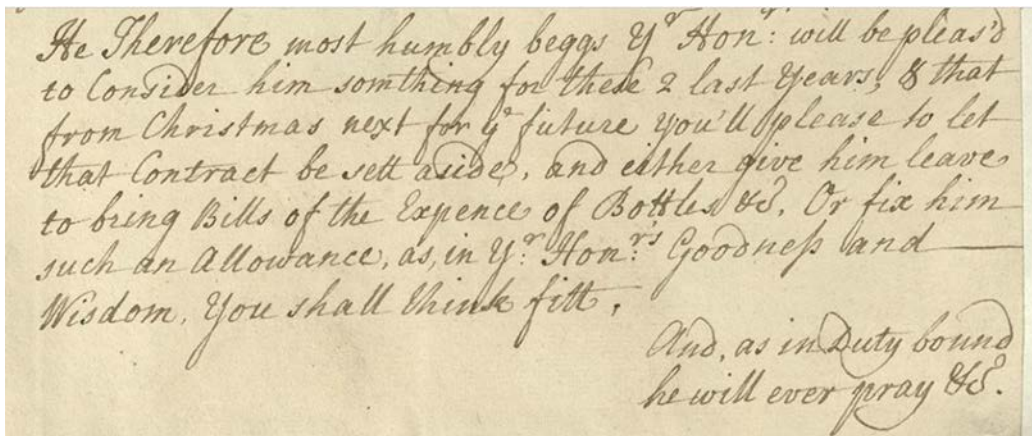
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- GPP employs diplomatic transcription.
- Diplomatic transcription aims to represent the text of the original document as faithfully as possible.
- This approach represents original spelling, punctuation, capitalisation, and grammar.
- Type what you see!
- This approach does not include “archival marks” (stamps or text written by an archivist, usually in pencil).
- For more information on diplomatic transcription and the GPP transcription process, visit <http://transcribegeorgianpapers.wm.edu/guides/start>

# Diplomatic Transcription Example

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Petition by Samuel Towers, store keeper of the Prince of Wales's French Claret



The Therefore most humbly begs Yr Honr: will be pleas'd to Consider him something for these 2 last years, & that from Christmas next for y<sup>e</sup> future you'll please to let that Contract be sett aside, and either give him leave to bring Bills of the Expence of Bottles &c. Or fix him such an Allowance, as, in Yr Honr: Goodness and Wisdom, you shall think fitt, And, as in Duty bound he will ever pray &c.

Note that the transcription maintains original capitalisation and spelling.

He Therefore most humbly begs yr Honr: will be pleas'd to Consider him something for these 2 last years, & that from Christmas next for ye future you'll please to let that Contract be sett aside, and either give him leave to bring Bills of Expence of Bottles & c., Or fix him such an Allowance, as, in Yr: Honrs: Goodness and Wisdom, You shall think fit,

And, as in Duty bound he will ever pray &c.

# Transcribing Tips

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- **Adjust zoom levels.** Some letters or words may seem clearer when you zoom in or zoom out.
- **Compare to known words and letters.** Take a look at words and letters you are certain of and see if any are similar. Especially pay attention to the subtle differences between similar letters.
- **Look at the word as a whole.** Can you read this? Research shows that the brain can recognize a word quickly, even when it contains mistakes. If you're stuck, try looking at the word as a picture, rather than as a sequence of individual letters.
- **Context.** Write what you see, but context can help you feel more confident in a reading. If what you think you see looks nonsensical, try typing it into Google. Often, it's an archaic or seldom-used word.
- **Ask a second opinion.** Sometimes something stands out more to one person than another.
- **Keep practicing!** The more exposure you have to eighteenth and nineteenth-century handwriting and language, the easier transcription will become.

# Creating an Account

Visit  
transcribegeorgianpapers.wm.edu

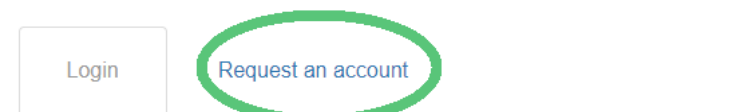
1. Click “Log In”
2. Click “Request an Account”
3. Click “Request an Account Here”

1.



2.

Login



Interested in being a Transcriber? Click the 'Request an account' above.

3.

Login



Thank you for your interest in transcribing the Georgian Papers!

For the first phase of this project, we are keeping the group of transcribers and reviewers limited to the Georgian Papers Programme partners. If you are a member of the William & Mary, Omohundro Institute or King's College London communities (students, faculty, employees, alumni, volunteers, researchers, and friends groups) and would like to participate, please [request an account here](#).

# Creating an Account

4. Fill out your information on the page.

5. Click “Request Account”

6. A link will be sent to you via email to verify your email address.

7. When your account is approved, you will receive an email with a temporary password, login instructions, and instructions for changing your password.

Georgian Papers Programme

Special page

## Request account

**Accounts**

If you are a member of the College of William & Mary or King's College London communities (students, faculty, employees, alumni, volunteers, researchers, and friends groups) and would like to transcribe Georgian Papers, you can request an account. A confirmation message will be sent to your email address once you submit this request. This message will contain a link which must be clicked in order to verify your email address. Once you have verified your email address, you will be able to create an account.

### Privacy, Your Information & Rights

Transcription of the Georgian Papers is an international endeavor, and William & Mary Libraries, the Georgian Papers Programme transcription partner, cares about your privacy. Take a moment to read our privacy policy.

**It's important to us that you receive credit for your work!** Transcribers are given credit (attribution) for your transcription work. Your username or real name, if you choose to supply it, will be used for attribution.

**By registering for an account,** you agree that all transcription work you submit to Transcribe Georgian Papers, part of the Georgian Papers Programme (GPP), will be publicly available:

User account

Username:

Email address: "(your email address will be kept private)"

Personal information

Real name: "(Optional. You may also provide your real name to be used for attribution instead of your username)"

Other information

Please specify which GPP partner you are affiliated with:

- William & Mary
- Omohundro Institute
- King's College London
- Royal Archives

Affiliation:

# Finding Documents to Transcribe

Login to your account.

1. Click “Projects” or “Browse Projects.” Both will bring you to a list of collections with their transcription progress displayed.

2. Click on a collection to see individual documents.

3. Choose any document labeled as either “start transcribing” or “continue transcribing” to get started.

1.

TRANSCRIPTION

HOME PROJECTS TRANSCRIPTION - START HERE ABOUT

Transcribe the Georgian Papers

An ongoing project with the Georgian Papers Programme partners to transcribe this historic collection of documents relating to the Georgian monarchy.

LOG IN LEARN TO TRANSCRIBE BROWSE PROJECTS

2.

106 of 318 Pages Transcribed

Additional papers concerning George I, George II, and others

View items

51 Documents

3.

Continue Transcribing 1/1 Pages

Petition by Samuel Towers, store keeper of the Prince of Wales's French Claret

Language: English

Transcription Tool: Omeka

Under Evaluation 1 Pages

"Fees paid at the Treasury and Exchgr for receiving £10 000 for the use of His Royal Highness...

Language: English

Transcription Tool: Under Evaluation

Start Transcribing 0/2 Pages

Autograph of George II

Language: English

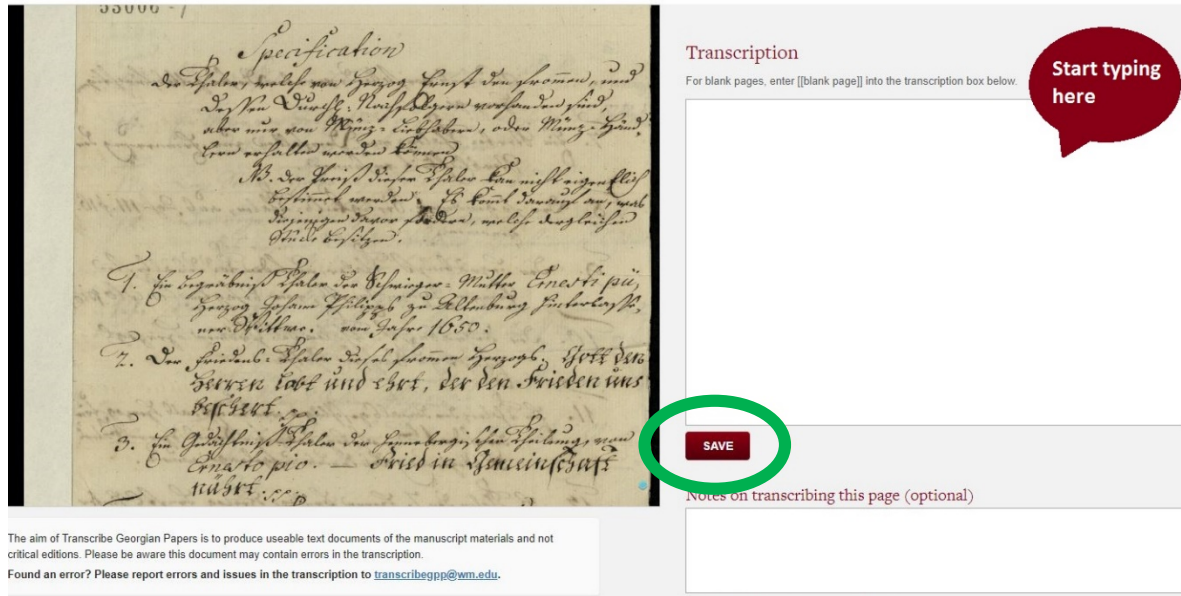
Transcription Tool: Omeka

Start Transcribing 0/9 Pages

Warrant to furnish Hampton Court Palace

Language: English

Transcription Tool: Omeka



**Transcription**  
For blank pages, enter [[blank page]] into the transcription box below.

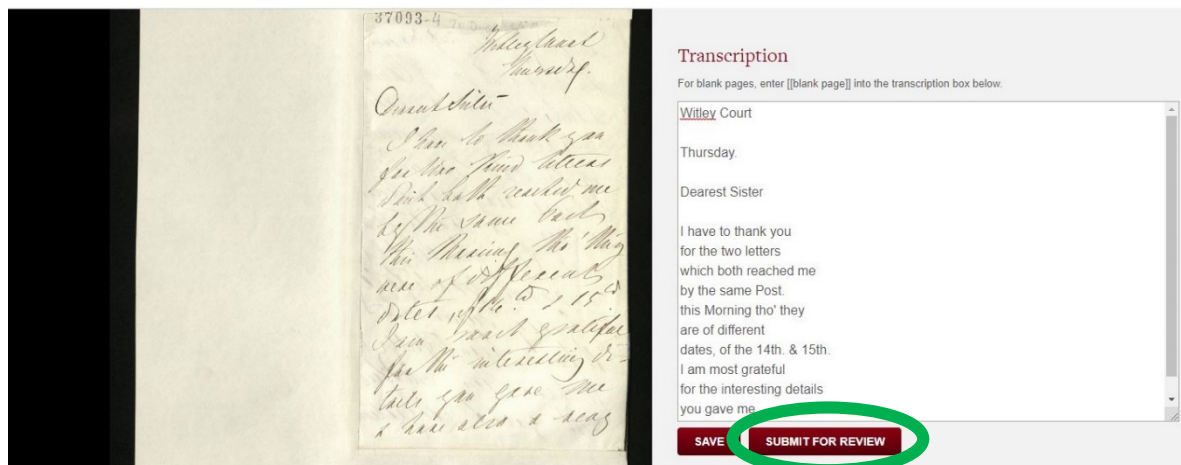
**Start typing here**

**SAVE**

Notes on transcribing this page (optional)

The aim of Transcribe Georgian Papers is to produce useable text documents of the manuscript materials and not critical editions. Please be aware this document may contain errors in the transcription.  
Found an error? Please report errors and issues in the transcription to [transcribegpp@wm.edu](mailto:transcribegpp@wm.edu).

Letter from Queen Adelaide to the Duchess of Gloucester, written at Whitley Court



**Transcription**  
For blank pages, enter [[blank page]] into the transcription box below.

Whitley Court

Thursday.

Dearest Sister

I have to thank you for the two letters which both reached me by the same Post this Morning tho' they are of different dates, of the 14th. & 15th. I am most grateful for the interesting details you gave me

**SAVE** **SUBMIT FOR REVIEW**

# Saving and Submitting

Type your transcription in the blank text field. You can zoom in and out on the document using the “+/-” buttons on the screen or your mouse.

Click the “save” button as you work.

If you don't finish transcribing a document, no worries! Save what you have and it will appear as “continue transcribing” for you to return to later or for another transcriber to finish.

When finished transcribing a document, click “submit for review.”

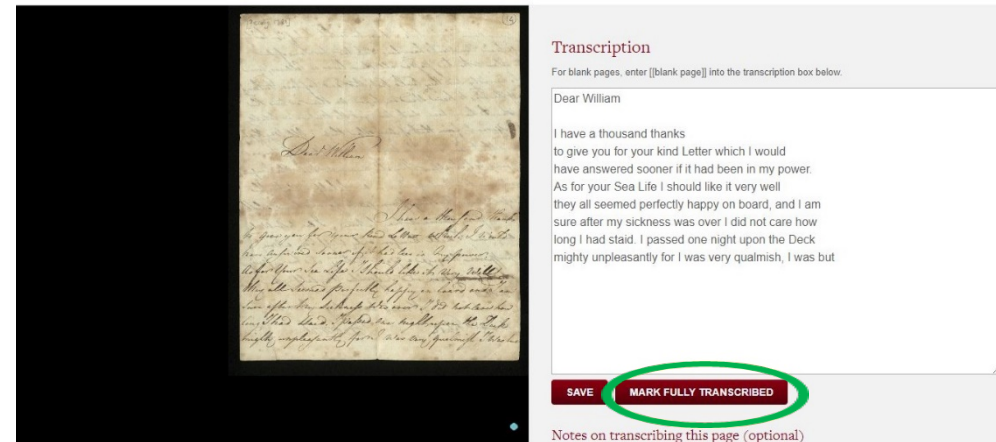


# Reviewer Instructions

- Anyone with a transcriber account may review transcribed documents.
- Find documents labeled “needs review.”
- Review the document, checking to make sure it follows GPP guidelines. A more concise summary of the guidelines can be found on the website under the “Transcription—Start Here” tab.
- Make any changes that may be necessary.
- If you are able to read and transcribe any words that the original transcriber marked `[[unclear]]`, that’s great! If not, no worries; simply leave it `[[unclear]]`.
- When you have finished reviewing the document, click “mark fully transcribed.”
- Visit <http://transcribegeorgianpapers.wm.edu/reviewer> for more information.

Letter from Prince Frederick to Prince William, written at Hanover

Page 1 of 4 [NEXT PAGE](#) [ALL PAGES](#)



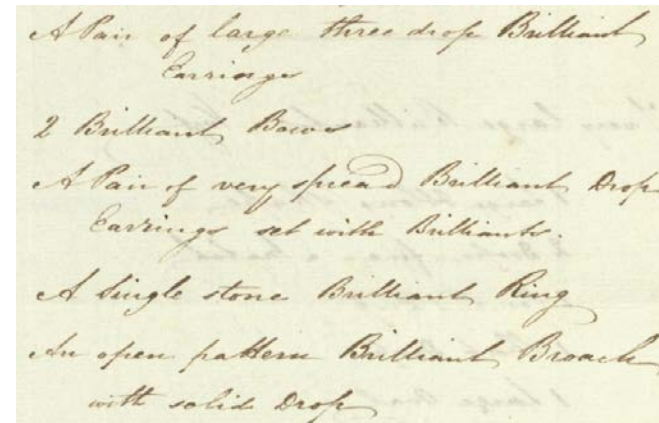
The screenshot displays a digital interface for reviewing a document. On the left, there is a thumbnail of a handwritten letter on aged, yellowed paper. The text is written in cursive and is partially obscured by a dark overlay. On the right, the transcription of the letter is shown in a text box. The transcription reads: "Dear William I have a thousand thanks to give you for your kind Letter which I would have answered sooner if it had been in my power. As for your Sea Life I should like it very well they all seemed perfectly happy on board, and I am sure after my sickness was over I did not care how long I had staid. I passed one night upon the Deck mighty unpleasantly for I was very qualmish, I was but". Below the transcription, there are two buttons: "SAVE" and "MARK FULLY TRANSCRIBED". The "MARK FULLY TRANSCRIBED" button is highlighted with a green circle. At the bottom of the interface, there is a note: "Notes on transcribing this page (optional)".

# Line Breaks

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- **Maintain original line breaks.**
- **Press Enter once after the last word of a line** in a continuous paragraph. For a stand-alone line or the end of a paragraph, press Enter twice.
- For words that are hyphenated because they begin on one line and end on the next, type them on the first line they appear.
- When using a smaller monitor or small browser window, such as on a laptop or a tablet, text in the text field may wrap around to the next line before the line ends in the document. When this happens, simply hit enter once after typing the last word of the line as you would normally. It will correct itself when displayed on a larger monitor or expanded browser window.

"Jewels belonging to The King set apart to be sent to the Bank of England, when the Inventories of Her late Majesty's were taken 7th January 1819"



A Pair of large three drop Brilliant Earrings

2 Brilliant Bows

A Pair of very spread Brilliant Drop Earrings set with Brilliants.

A Single stone Brilliant Ring

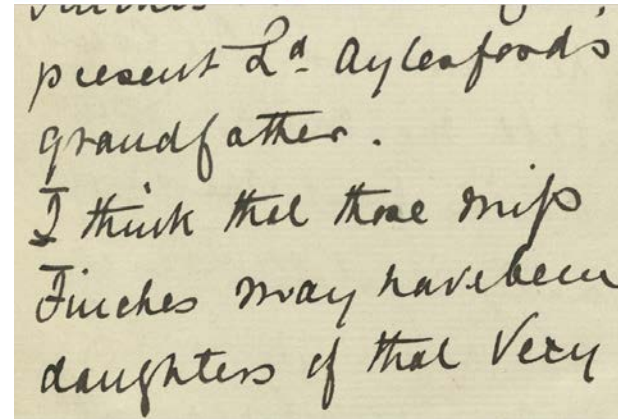
An open pattern Brilliant Broach with solid Drop

# Spacing

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- Enter **one line space between paragraphs** (**press Enter twice**). This helps distinguish between line breaks from reaching the end of the paper and intentional line breaks to begin a new paragraph.
- If the author included a large blank space between two lines or paragraphs, simply represent it with **one line space** between them.
- Include one space between a period and the first word of a sentence, as well as one space between transcribed text and bracketed annotations.

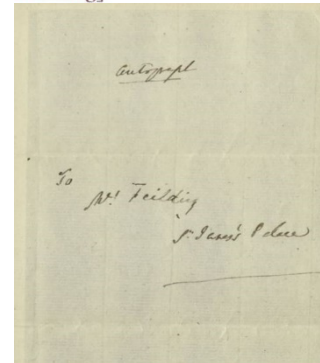
Letter from Susan C Wharncliffe to Mrs Clarke



present Ld. Aylesford's grandfather.

I think that those Miss Finches may have been daughters of that Very

Letter from Gertrude, Dowager Duchess of Bedford to [Mrs Charles Feilding]



Autograph

To Mrs Feilding

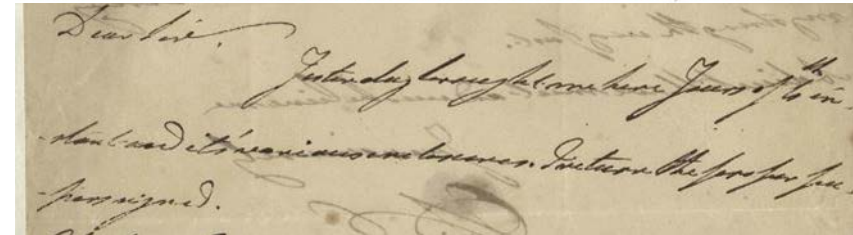
St. James's Palace

# Indents

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- All transcriptions should be aligned left with **no indents**, even if the author of the document indented by hand.
- You will notice that the tab key does not function in the text field. Please do not try replicate indents with the space bar.
- This includes the beginning of new paragraphs as well as more space than usual between two words on the same line.

Letter from the Duke of Clarence to J.W. Daniell, written in Frankfurt



Dear Sir,

Yesterday brought me here Yours of 6th instant and it's various enclosures. I return the proper papers signed.

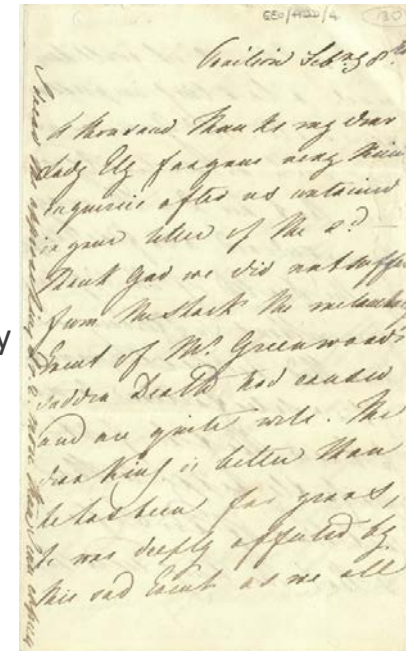
# Text Direction

- Some documents contain text written in a different direction than the main text.
- Transcribe the main text, insert a line space (press Enter twice) as if you were starting a new paragraph, and then transcribe the text written in another direction.

Letter from Queen Adelaide to Lady Ely, written at the Pavilion [Brighton?]

Pavilion Febr'y. 8th.

A thousand thanks my dear Lady Ely for your very kind enquiries after us contained in your letter of the 2nd. Thank God we did not suffer from the shock the melancholy Event of Mr. Greenwood's sudden Death had caused and are quite well. The dear King is better than he has been for years, he was deeply affected by this sad Event as we all



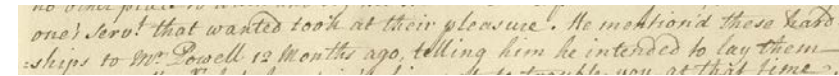
I dread the approaching [[unclear]] 2. more than I can express

# Hyphenated Words

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- For words that are hyphenated because they begin on one line and end on the next, **type them on the first line they appear.**
- Type all other hyphenated words as they appear.

Petition by Samuel Towers, store keeper of the Prince of Wales's French Claret



one's servt. that wanted took at their pleasure. He mention'd these hardships to Mr. Powell 12 Months ago, telling him he intended to lay them

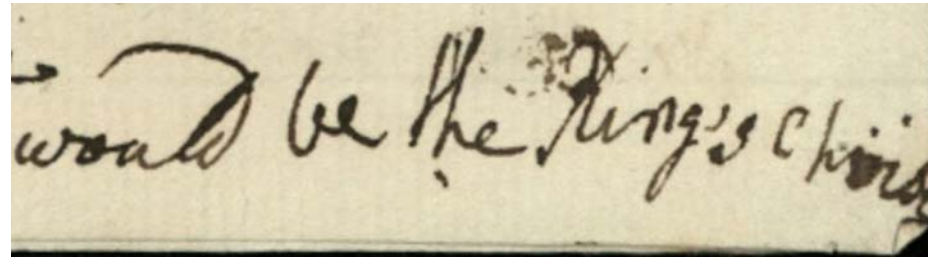
one's servt. that wanted took at their pleasure. He mention'd these hardships to Mr. Powell 12 Months ago, telling him he intended to lay them

??????

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- If you are unable to decipher a word, type [[unclear]] in its place.

A Short History of France from its first origin to the present time



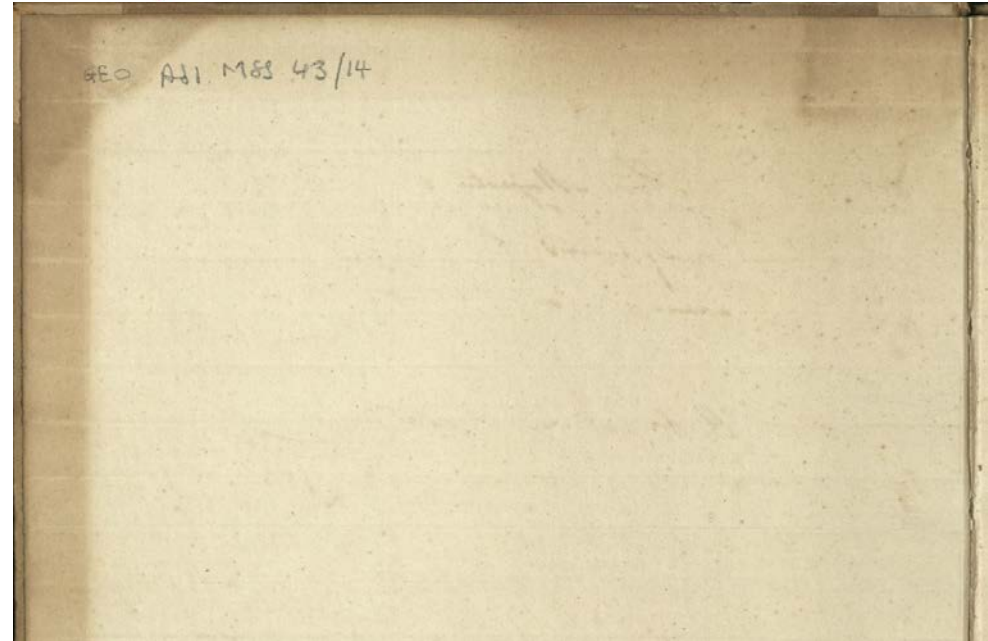
would be the King's [[unclear]]

# Blank Pages

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- If you encounter a blank page, simply type `[[blank page]]` in the text field.
- This includes pages that only contain archival markings and no original text.

Commonplace book containing texts on virtue and human nature



`[[blank page]]`



# Additions

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- When a letter or word appears to have been added after the fact, indicate it with `[[addition]]` letters or words added `[[/addition]]`.
- On carrots: if the author of the document used a carrot, type `^` before the addition. Only use carrots in instances in which the author did.

Letter from Queen Charlotte to Prince William, written at Queen's House

A photograph of a handwritten note on aged paper. The word 'false' is written in a cursive script above the words 'Ambition of Yours', which are also in cursive.

`[[addition]]` false `[[/addition]]` Ambition of Yours

?Draft of a letter to George II

A photograph of a handwritten draft on aged paper. The text 'And as ^they cannot con=' is written in cursive. A small caret (^) is placed above the word 'they'.

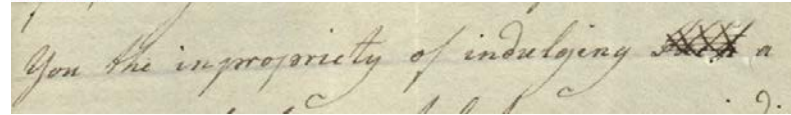
And as `[[addition]]` ^they `[[addition]]` cannot

# Deletions

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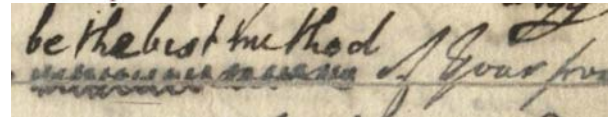
- When a letter or word has been struck through or scribbled out, indicate it with `[[deletion]]` deleted text `[[/deletion]]`
- Deleted text is often unclear. Indicate it as you would any other unclear text: `[[deletion]]` `[[unclear]]` `[[/deletion]]`

Letter from Queen Charlotte to Prince William, regarding his feelings for her niece



You the impropriety of indulging `[[deletion]]` such `[[/deletion]]` a

Letter from George III to Prince William, written at Windsor, giving advice on his required behaviour



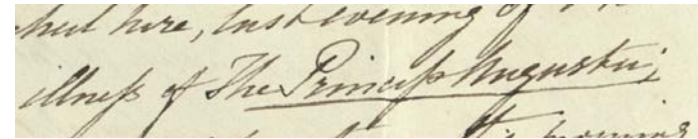
It will also `[[deletion]]` `[[unclear]]` `[[/deletion]]` `[[addition]]` be the best method `[[/addition]]` of your from

# Underlining

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- If text is underlined, type `[[underline]]`  
underlined text `[[/underline]]`

Copy extract from the Windsor Article in the 'Morning Herald' concerning  
Augusta's ill state



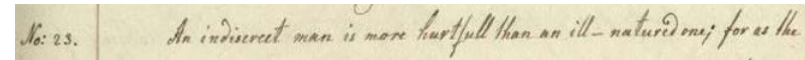
illness of `[[underline]]` The Princess Augusta; `[[/underline]]`

# Marginal Notes

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- Notes are written in the margins intentionally as headings or reference, rather than after the fact to edit the text (an addition).
- Indicate text in the margins as:
  - `[[note]]` Note `[[/note]]`
- Type on the same line as the main text:
  - `[[note]]` Note `[[/note]]` Main text

Commonplace book containing extracts from The Spectator



No: 23. An indiscreet man is more hurtfull than an ill-natur'd one; for as the

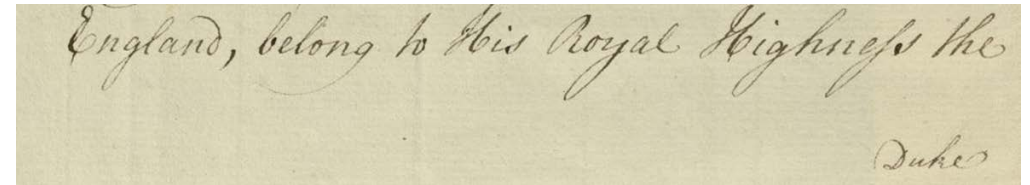
`[[note]]` No: 23. `[[/note]]` An indiscreet man is more hurtfull than an ill-natured

# Catchwords

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- Writers in the period often put the first word of the next page at the bottom of the previous page so that the pages could be put in the correct order in case the pages became separated. These are called “catchwords.”
- If a page contains a catchword, indicate it with `[[catchword]] word [[/catchword]]`. Put a line space between the last line of the page and the catchword.

Opinion on the ownership status of the jewels of George II



England, belong to His Royal Highness the

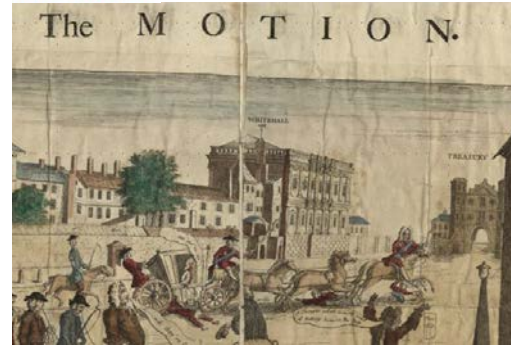
`[[catchword]] Duke [[/catchword]]`

# Images

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- To indicate an image, type `[[image]]` in its place.
- Images include hand drawings of objects, people, or simple designs.
- Images may also include printed images.
- Images are relatively rare in the Georgian Papers collections. It is not necessary to indicate simple strokes as images, such as a flourish on a letter, curved line, or other simple feature.

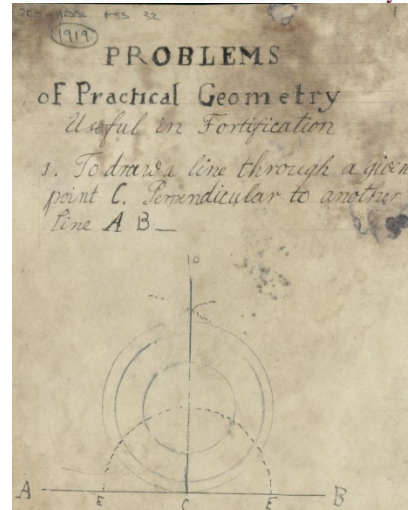
The Motion



The MOTION.

`[[image]]`

"Problems of Practical Geometry"



Problems  
of Practical Geometry  
Useful in Fortification

1. To draw a line through a given point C. Perpendicular to another line A B \_\_

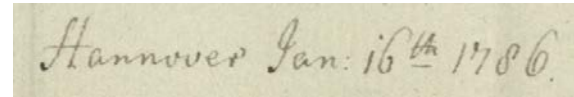
`[[image]]`

# Superscripts

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- Simply type superscripts on the same line.
- Superscripts are frequent, but subscripts are also used occasionally. Type those on the same line as well.
- Superscripts are often underlined. In these cases, it is not necessary to indicate underlined text.
- In some cases, currency symbols are written above the line on which the amount is written. Type these on the same line, before the amount.

Statement by Georg von Löw of money spent for Prince William for lamps made in Brunswick (enclosure)

A photograph of a handwritten note on aged paper. The text is written in cursive and reads "Hannover Jan: 16<sup>th</sup> 1786." The superscript "th" is clearly visible above the "16".

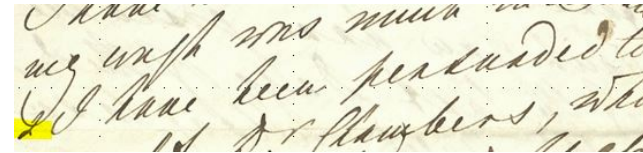
Hannover Jan: 16<sup>th</sup> 1786.

# Ampersands

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- If an author uses an ampersand symbol (&), type the symbol.
- Documents often contain symbols that represent “and,” but do not look exactly like the typed “&” symbol. Sometimes these symbols resemble the number “2” or a “+” symbol.
- Use context to help you determine if a symbol is intended to represent “and.”
- If the document contains any symbols that seem to represent “and,” type them with “&.”

Letter from Queen Adelaide to Lady Ely, written at Windsor Castle



& I have been persuaded to

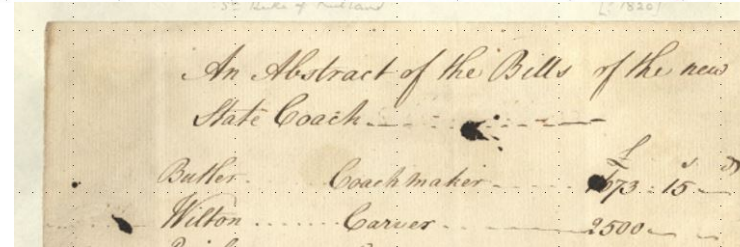


# Dotted Lines

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- Ellipses, or dotted lines, should be represented by four dots or periods.
- Use four dots or periods regardless of the number used in the document.

Abstract of the bills of the new State Coach sent by the Duke of Rutland



An Abstract of the Bills of the new  
State Coach....

£. s. d.

Butler.... Coach maker.... 1673:15 --

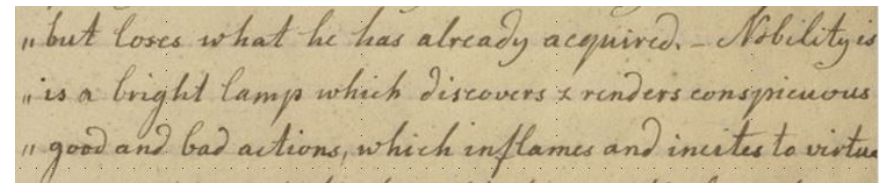
Wilton.... Carver.... 2500 -- --

# Queen Charlotte's Hash Marks

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- Queen Charlotte often put two hash marks on the bottom of the line as quotation marks.
- Indicate these hash marks with two commas followed by a space.
- Type all other quotation marks as normal.

Commonplace book containing texts on virtue and human nature



„ but loses what he has already acquired. –Nobility is  
„ is a bright lamp which discovers & renders conspicuous  
„ good and bad actions, which inflames and incites to virtue

# Other Symbols

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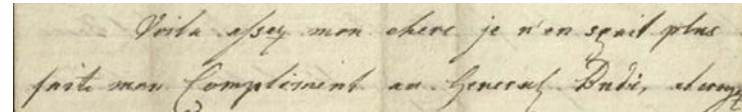
- If a symbol can be represented by the keyboard, such as \*, &, or ^, use that key to represent it.
- If a symbol cannot be represented by a key, type [[symbol]] in its place.

# Foreign Languages

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- For documents written primarily in English, indicate text written in languages other than English with `[[foreign: Language]] text [[/foreign]]`.
- This is not necessary for documents written primarily in another language.

Letter from Queen Charlotte to Prince William, written at Windsor



`[[foreign: French]]` Voila assez mon chere je n'en seroit plus faite mon Compliment au General Budé `[[/foreign]]`, always