Transcription Guidelines

General
1. All transcriptions should be done in .txt files, so as to avoid Autocorrect, invisible formatting, etc.
2. Each set of statutes (belonging to the same date) should be transcribed in a separate file. Refer complex cases (compilations, etc.) to Rowan.
3. The file should be titled "RecordID_Place_Date", hence: 0187_Metz_1355
   a. Where the date is uncertain, add a "c" to the end, hence: 191_Nantes_1300c
   b. For now, I'll provide you with that data; eventually I'll set up access to the full database.
4. Each file should be accompanied by a "Notes" file
   a. The filename is made by adding "_Notes" to the main filename, hence: "0187_Metz_1355_Notes"
   b. The Notes file should be formatted according to the template example

Transcription:
1. When working from an OCR-generated transcription, check it carefully against the PDF edition. If you think you see a typo in the edition, make a note of it in the Notes file, but generally follow the PDF edition faithfully.
2. Each sentence should be entered on a continuous line. (i.e. only hit 'enter/return' at the end of a sentence). But do make sure that each sentence starts on a new line!
   a. If a chapter/article has a title that doesn't end with a period, just add a period (and no need to make a note).
3. If a new paragraph in the text corresponds to a distinct statute (or is marked as such by the editor/rubric), then number it accordingly with parentheses, e.g. (1) (2) (3) (…). If it just seems to be a continuation of the same statute, then just ignore the paragraph division and treat it as a normal new sentence.
   a. Sometimes a text will consist of several large sections, each with its own numbering. Just assign each section a separate Roman numeral and number the corresponding statutes as follows: (I.1) (I.2) (I.3) (I.…) (II.1) (II.2) (II…), etc.
   b. If an edition already gives numbering, stick with it unless it's really wonky, in which case just ask me for direction.
4. To identify a problem or an uncertain reading (or anything else, really) in the transcription, mark it with a number in square brackets (eg. [1] [2] [3] […]) in the transcription, and then explain the problem in the corresponding "Notes" file, under the corresponding bracket. This is to avoid mixing up editorial notes with the actual transcriptions.
5. Leave a space after all periods/brackets/parentheses, just so that words don't accidentally get conjoined.
6. Spell out diphthongs as separate letters (œ => oe; æ => ae, and so forth).
7. Reduce special symbols to alphanumeric characters and use only periods, commas, colons, semi-colons, question marks, and exclamation marks.
   a. hence M°CCXC becomes MoCCXC; quotation marks are deleted; ampersands (&) become "et", etc.

> b. if ellipses are bracketed – i.e. <…> or […], just remove the brackets (but leave the ellipses)
>
> c. If a character has an accent, leave the accent – I can systematically remove them later if they cause problems for the analysis.
>
> d. Quotation remarks should be removed, with note added to the file. (If there is a section with many brief quotations, just made one general note to that effect.)
>
> e. Delete all round parentheses other than those used for the numbering.

8. If a word/series of letters is inserted between angle or square brackets (e.g. *[etiam]* or *<con>scripti*), remove the brackets but add a corresponding note in the Notes file.

9. Follow the editor's convention in terms of u/v (I can systematize that later), as well as "i" and "j

10. Don't worry about correcting odd capitalization; I'll be systematizing everything down the road, so a stray majuscule here and there doesn't matter.

11. If you come across a number in slashes/brackets followed by an "r" or a "v" (e.g. [47v] or /101r/), you can delete it without making a note in the transcription - it's just a reference to the page number of the original manuscript. Ditto for something resembling [fol. 4a] or [f. 17v].

> a. The same is true for vertical slashes (e.g. |); you can just delete those without making a note, as it merely indicates a new folio in the source text.

12. For general problems or queries, just describe them in the corresponding entry in the Notes file so that I can address them down the road.

Editorial Notes

1. For now, ignore all editorial notes (footnotes, references, etc.) in the text you are transcribing; I will tackle those myself later on, once I figure out a database structure that can accommodate them.

> a. That said, always check the "Notes" file in case I give specific instructions to the contrary

2. If a heading is not in Latin (or Old French, etc.) but appears instead to have been inserted by the modern editor, omit it. If it's in Latin, but appears (for whatever reason – square brackets, etc.) to have been inserted by the modern editor, leave it in but make a note in the "Notes" file.

3. Sometimes as I go through the rough transcription I notice typos in the original edition. Just so that you know that the correction is intentional, I'll mark such changes with [RWD] in the rough transcription, which you can delete as you clean up the transcription.

When in doubt… just ask Rowan!