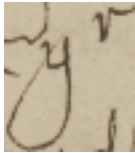


## Transcription Conventions for Semi-Diplomatic Transcriptions

When completing a semi-diplomatic transcription, you are always transcribing *exactly what is on the page*, not editing for clarity or correction. That means that even if you think a word is misspelled, or punctuation could be changed for clarity (e.g., the person writes “y doe Loue yow?” instead of “I do love you!”), you transcribe exactly what is on the page – that is, you would transcribe as “y doe Loue yow?”. However, a semi-diplomatic transcription is less strict than, for example, a facsimile transcription – for a facsimile transcription you would attempt to match the size and layout of words on the page.

In a semi-diplomatic transcription, you want to preserve the original's spelling and punctuation, as well as recording unique features of the writing (for example, if letters were crossed out, or added in later, or written in an abbreviated form). Below is a list of transcription conventions commonly followed when doing a semi-diplomatic transcription, with notes about changes in Dromio. See also the “Dromio guidelines” sheet for a cheat-sheet showing what each of the buttons do.

- Line breaks are preserved  
So, press “enter” when at the end of a line in the manuscript. If you are transcribing a full spread, make sure to also mark the page break with the “[pb]” button in Dromio, the transcription program that EMROC uses.
- Original spelling (including *u* for *v*, *i* for *j*, and *ff* for *F*), punctuation, capitalization, lineation, and indentation are maintained.  
If the text says “y doe loue vnhappy cows”, then transcribe it just like that if the scribe has a distinctive graph for “u” and “v” [which our manuscript does].
- Superscript letters are silently lowered.  
 So, if you see something like the thing to the left, a “y” with a superscript “r”, the scribe intends the word “your”. If transcribing, you would “silently” lower the “r”, which means not that you can't talk while transcribing, but that you don't mark it in your transcription in any way. [Note, however, that in Dromio these letters are not silently lowered – you should mark them by using the “[\^/]” button to note a lowered superscript letter.]
- Abbreviations are expanded, with the supplied letters italicized (except for forms of address like Mr. and Mrs. and symbols for money (*l*, *s*, *d* – which stand for pounds, shillings, and pence – you are unlikely to encounter these)).  
As with the example above, you would want to transcribe as “*your*”, silently bringing down the superscript “r” and supplying the missing “ou”, while marking that you have supplied them by italicizing them. In Dromio, you mark these supplied or expanded letters by highlighting them and pressing the “[ex]” button.  
Note also that abbreviations like “y<sup>r</sup>” are very common in manuscripts, so to save you time in having to, every time this appears, type your, highlight the “ou” and mark it as supplied, and highlight the “r” and mark it as lowered, the Dromio developers have made shortcut keys for common abbreviations. So if you see a “y<sup>r</sup>” you can actually just press the “[y<sup>r</sup>]” button in Dromio.

- Brevigraphs such as ampersands (&) are preserved.  
A brevigraph is a mark (graph) intended to shorten (brevis...fy) the writing process – a symbol that is used as an abbreviation (like & for “and”). If you see an &, transcribe it as “&” rather than writing “and”. Other brevigraphs (such as the “es-brevigraph, which looks like an especially swoopy “e”) have special buttons in Dromio (if you encounter an es-brevigraph, press the “[<es>]” button).
- Cancelled words are ~~struck through~~.  
Crossed out words in the manuscript, if legible, should be transcribed but struck through. In Dromio you strike through by highlighting the text and pressing the “[del]” button.
- Words inserted above or between lines remain superscript and are marked by a caret symbol (^).  
If, for example, you encountered something like “vi<sup>d</sup>” (i.e., six pence), you would normally transcribe as vi<sup>d</sup>. In Dromio, you would highlight the “d” and press the “[^]” button rather than writing in those carets.
- Indecipherable or obliterated words appear in square brackets with dots representing the number of letters thought to be missing [le...rs].  
In Dromio, you would press the “[gap]” button over any dots or periods you left.
- Accidental obliterations and flourishes are not represented in the transcription.  
Blots or elaborate letter forms do not need to be recorded in a semi-diplomatic transcription.

## A Few Tips

1. Don't get stuck on spelling. Early modern spellings don't necessarily conform to modern conventions and you will likely encounter words spelled in a variety of unfamiliar ways. Just roll with it.
2. Upper case and lower case letters are often used inconsistently.
3. Watch out for ascenders or descenders in the lines above and below that might interfere with the line you're working on. Similarly, be careful to distinguish these from decorative flourishes.
4. Remember that you are not editing or fixing any of the manuscripts – you are transcribing exactly what's on the page! Transcriptions are about recording what is there; editing is about fixing what you think *should* be there (with proper justification).