

Editorial procedures for transcribing *Letters Received by the Powell Survey 1869-1879*

Literal Transcriptions The primary rule of this set of transcription is to replicate the inscribed texts of the documents as literally as possible. This means misspellings remain uncorrected, and phrasing and sentence structure are left undisturbed.

Spelling and Punctuation

Maintain spelling and capitalization as it appears in the letters. The text of each document is transcribed word for word and letter for letter, with a few exceptions for printed material such as newspaper clippings.

Maintain punctuation as presented in the letters. Ordinary dashes are transcribed with a space on either side. Final stop dashes, which resemble a dash at the level of a period and are clearly intended as ends of sentences, are shown as a period. Punctuation exceptions: Straight or curved brackets in any letters have special functions for the transcriber (see below).

Words not clearly legible are treated as follows: if unreadable, the matter in question will be represented within square brackets by the word "illegible": [illegible]. If there is a good indication of what the unreadable word might be, the likely word is shown, followed by a question mark, in square brackets: for example: [west?] or coll[ection?]

Format

In general do not replicate layout and spacing (no tabs).

Stricken material is shown in brackets as: [stricken: example]

Matter inserted by the author between lines is shown as part of the running text in the order apparently intended by the author. Where the word order of revised or rewritten text may serve to confuse readers, editorial clarification is usually provided in a note in brackets (see below)

If a section of a letter is torn away so that parts of words or sentences cannot be transcribed, enclose note in brackets: [Section torn]

Marginal matter by the author, not apparently part of the running text, is shown within square brackets, thus: [Marginal note: text of note].

Editorial intrusion is kept to a minimum and is displayed within square brackets: Example: [Note: The following portion is the second page of this letter from George Gibbs]

In general, only transcribe parts of letterheads or stationery that provide essential information, such as the name and address of a company, portions of the date, etc. Use curved brackets for this material.

Transcribers' punctuation

[]= Guesses at words, indications that a word is illegible, or notes that a section of the letter has been torn away will be enclosed in brackets. Also marginal notes and other uses (see above).

{ }= Handwritten page numbers and info apparently written by a secretary; writing in a letter that is clearly in a different handwriting than the majority of the letter will be enclosed in these. Printed letterhead will be enclosed in these. This especially includes hand-written page numbers, names, addresses and dates added by Powell's secretary. Examples: page number: {18}; secretary's additions: {Geo. Gibbs, Richview, Il.}