Guidelines for Producing Transcriptions

Diaries of Anne Lister

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Anne Lister Diaries - Guidelines For Producing Transcriptions

File setup
- Use Microsoft Word (or compatible programme).
- Times New Roman, size 12pt.
- A new document should be created for each diary image (file name should match the image reference – e.g. for image SH:7/ML/E/3/0010 the file title should be SH-7-ML-E-3-0010-transcription-** (where ** is the transcriber’s initials).

Sample page
- For a sample transcription using the following guidelines please see;

  SH-7-ML-E-7-0067  sample transcribed page
  SH:7/ML/E/7/0067 original image (link to online catalogue)

Starting your transcription
- The transcribed text should match the page of the diary.
- Start a new line in your transcription for each new line of the diary (setting the page to landscape usually means a full line will fit on the page).
- Include a blank line before the start of a new day’s entry.
- Include a blank line to show the break between the 1st and 2nd page of the image.
- Plain text should be written in regular font [i.e. not italics].
- Transcriptions of the coded sections should be transcribed in italics.
- Coded sections should be translated – word breaks can be included in the transcripts if it is clear where they should be.
- Coded sections do not usually include punctuation [i.e. full stops or commas] and adding additional punctuation in the translated text should be avoided.
- In the plain text a dash is often used in place of a full stop (or period). This should be replicated in the transcripts. A capital letter after a dash (or full stop) should only be used if it appears in the diary, e.g.
  - A sentence may end with a dash – the next sentence may start with a lower case letter –
- New pages in the diary usually start with the year and month. These should be transcribed as (for example);

\[\begin{align*}
1823 \\
Sep[tember] \\
First words of the page…
\end{align*}\]

- New daily entries usually include the full date and the time Anne gets up and the time she goes to bed. These should be transcribed as (for example);

\[\begin{align*}
Tues[day] 16 \\
7 \\
11 \\
First words of the entry….
\end{align*}\]

- For abbreviations these should be extend where possible using square brackets, e.g.

\[\begin{align*}
o \ & \text{morn}^\text{g} \text{ can be transcribed as morn}[in]g
\end{align*}\]

- Where a name is included use the ‘as written’ text followed by the extended name in square brackets if known, e.g.

\[\begin{align*}
o \ & \text{For M- include this as M- [Mariana]} \\
o \ & \text{For Miss W include this as Miss W [Walker]}
\end{align*}\]

- If you are unsure of any words include your best guess in [square brackets]. Alternatively use [?] if you are unable to make a guess.

- If quotations are included use single inverted commas ‘ instead of double inverted commas “

- Where Anne includes symbols in the margins (e.g. L, N, Vc, +, §) these can be included after the date and time and before the first line of the day’s entry, as in the example below. If an entry continues to a second page any symbols on the second page of the diary should be recorded below the page number and date for the second page of the transcript. A guide to the key marginal symbols can be found on the Reading Anne’s Diaries page of our online exhibition.

\[\begin{align*}
Jan[uary] \ Mon[day] 1 \\
7 \ 1/2 \\
11 \ 20/60 \\
L \\
N \\
Vc \\
First words of the entry…
\end{align*}\]
- For longer text written in the margins these can be included in the transcript at the end of the day’s entry (or the end of the page if the entry goes onto a second page of Anne’s diary).

- Underlining is used in the diaries in a couple of ways;
  
  o To show a repeated letter or word.
    
    ▪ The double letter or word should be included in the transcript.
  
  o To highlight a phrase or sentence.
    
    ▪ The underlining should be included in the transcript.

A little working out will be required from reading the extract, however, as a general rule it tends to be a letter or word if it is doubled, and it tends to be a few words, a phrase or sentence if it is being highlighted.

**Some useful words**

- The
  
  o In plain text it is written as ye [using a modernised thorn symbol] and should be transcribed as the

- And
  
  o In code it is x and should be transcribed as and
  o In plain text it should be transcribed as and

- When recording the time Anne uses a number of methods which should be transcribed as they appear in the diary. The methods include;
  
  o 6 = 6 o’clock
  o 6 1/4 = 6.15 (i.e. quarter past 6) – transcribe as 1/4 not ¼
  o 6 50/60 = 6.50 (i.e. 50 minutes out of 60 in an hour!)
  o 6 50/.. = 6.50 (i.e. 50 minutes out of 60 in an hour!)

- 4to / 8vo / 12mo – these refer to the format of books and pamphlets. They can be included in the transcripts as below;
  
  o 4to transcribed as 4to [quarto]
  o 8vo transcribed as 8vo [octavo]
  o 12mo transcribed as 12mo [duodecimo]
Some Names in Code

- Anne uses a small number of symbols for particular individuals when writing in code. These include;

  o \( \pi \) - the Pi symbol refers to Mariana Lawton (nee Belcombe) and can be included in the transcript as;

    \[ \pi \text{ [Mariana]} \]

  o \( \delta \) - the Delta symbol is used in Anne’s code for the letter L and is also used to refer to Charles Lawton. Where it refers to Charles Lawton it can be included in the transcript as;

    \[ L \text{ [Charles Lawton]} \]

  o \( \theta \) - the Theta symbol refers to Miss Browne and can be included in the transcript as;

    \[ \theta \text{ [Miss Browne]} \]

For further advice please contact calderdale@wyjs.org.uk

Thank you! 😊