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## Transcription Compendium

### 1) DOCUMENT

Text Size: 2,5 – 2,0 – 2,0 – 2,0

Tabulation: 1,25 cm

Line spacing: 1,5

Type: New Times Roman

doc: odt

title / slug: name-last name-year-month-day\_sm (sm = initials of the person working on the document)

author unknown: anonymous

without date: -sd

### 2) LETTER STRUCTURE

– *Paragraph*: New paragraphs are shown only when visible in formal representation; editors should not add paragraphs because of content reasons. Paragraphs will be marked by creating a new document section for each paragraph. The name of the section will be “paragraph” followed by an identifier number (es: “paragraph123”).

– *Indentions*: will follow the corresponding indentions on the manuscript. To mark the right and center text alignment use the editor alignment tools (align right, align center), to mark the paragraph indentation give the first paragraph line the “indented” paragraph style.



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– *Date*: indentions according to the manuscript; the date is standardized without any space, e.g. 8.12.1868. You can mark a date giving the text style “date”.

– *Empty Lines*: will be added according to the manuscript (between date and opening line, between opening line and text, before salutation etc.). Mark an empty line giving the “linebreak” paragraph style to each empty line.

– *Empty Spaces*: wider spaces in text – often used instead of punctuation (beginning of a new thought): 1 tabulation

– *Page Change*: create an empty line and give it the “pagebreak” paragraph style

*Leaf End*: create a new empty line, give it the “pagebreak” paragraph style and mark it with the text ||

TEI doesn't provide any encoding, || will be therefore signalled through a special comment. If the manuscript contains the page number written by the author, transcribers will add it on the transcription in its original place, using, for right alignment, the editor's alignment tool.

### 3) TRANSCRIPTION

In principle transcriptions are diplomatic: no correction, nor emendation

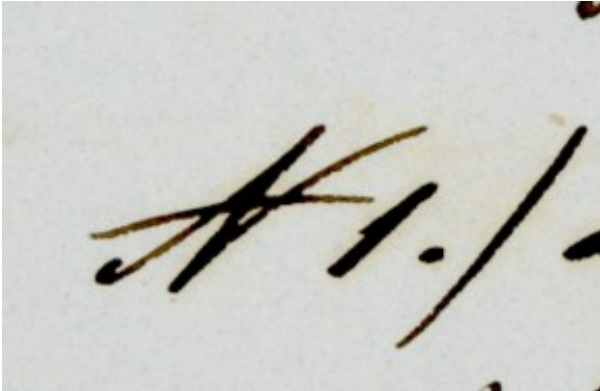
– *Abbreviations: Regular abbreviations* will be transcribed letter per letter; they won't be transformed in their complete form neither need they any critical annotation. Mark the abbreviation with the style “abbr-glyph”.

Exemples: dß (abbreviation of «daß»); dev<sup>mo</sup>; aff.mo /aff<sup>mo</sup>; HH (abbreviation of «Herren»); Tit (abbreviation of Titulus).

Abbreviation for Number: e.g. j-merian-foucart-1850-12-07

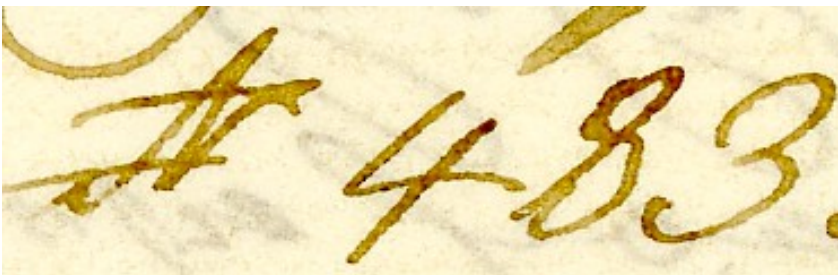


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N°

johann-matthias-commeter-1861-12-03



N°483

*Personal abbreviations or shorthand symbols* («Scribbles»): Since it is impossible to reproduce the signs (e.g. swerving lines for endings as -en/-ung), they will be transcribed in their extended form and marked as abbreviation giving the text style “abbr-glyph”. See the examples further down.

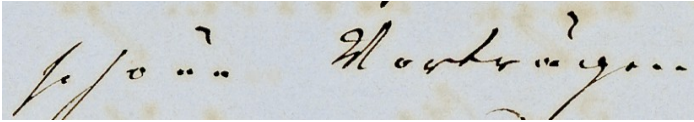
N.B. In an Abbreviation Brevigraph the whole abbreviated part will receive a tag (t.i. syllable or whole word). The distinctive feature of single authors will receive a special annotation in the Letter Comments.

*Incomplete and hasty writings*: generally transcriptors won't amend or correct words (see below the different types).

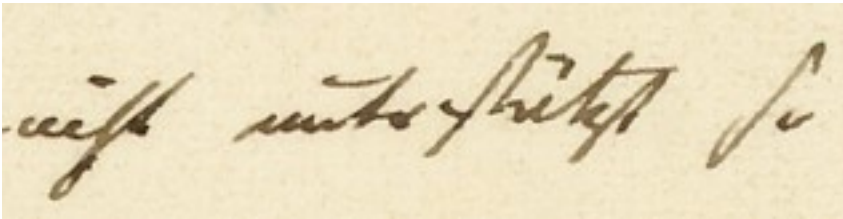
a) No graphic sign present: transcriptors won't add any letter (even in cases of grammar or syntactic mistakes)



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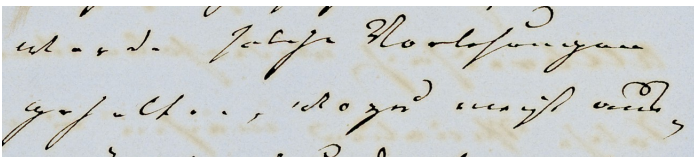


«schöne Vorträgen»



«niht unterstützt so»

b) Signs that can be interpreted, or showing the intention of writing a letter: in this case signs are transcribed as if they were real and complete letters, no comment is needed.



«werde solche Vorlesungen gehalten, wozu meist aus-»

– *Accents*: will be transcribed as they are, also in all those cases in which contemporary Orthography would consider them wrong.

– *Additions or Marginal Note*: The addition becomes part of the text in its appropriate collocation if it exists a semantic contiguity between the phrase and an author's addition. Use the “[addTop](#)”, “[addBottom](#)”, “[addInter](#)” and “[addPlace](#)” text styles to mark the addition to indicate the original location. Use a comment to specify if the




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collocation in the text was indicated by the author (✓) or not.

If there is a Semantic distance between the addition and the phrase, the addition is transformed in a footnote. An asterisks \* (in both text and footnote) indicates the collocation.

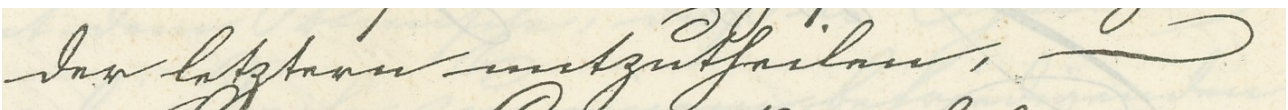
Addition on a different page (with or without semantic contiguity) is treated in the same way.

– *Brackets*: [] brackets in manuscripts will be transcribed as 

– *Capitalization And Lowercase*: capitalization and lowercase of certain letter type (e.g., d/D, z/Z) are quite difficult to distinguish: an interpretation in terms of orthography and semantics is therefore often needed. This distinctive feature of single authors will receive a special annotation in the Letter Comments.

– *Catchwords*: Only repeated words must be considered Catchwords; any other sign, such as ./. («to be continued») belongs to other categories (see Page Change). Catchwords are transcribed according to the manuscript. Any underlining is tagged.

– *Closing Scribbles*: Scribbles and signs of this kind may indicate the end of a sentence, of a line, of a paragraph, of a page, of a letter etc. (in German they are called «Schlußzeichen»), the different kinds of «closing scribbles» are standardized with ✓  
bernoulli-reber-1872-01-18:



«der letzern mitzuthailen, ✓»

Various and uneven lines between salutation and signature will be standardized as ✓



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– *Curlicues*: see *Closing Scribbles*

– *Dash*: longer «to»-dash: –

Before and after this long dash «–» there is always an empty space, except by pure listing (e.g. p. 2–7). In case of numbers – such as amounts or prices (e.g. Fr. 567.–) – the dash is always a long one. Numbers without any dot, but with long dashes: F 450– (no space).

Double long dashes («ich glaube – – im Gegensatz») are kept in the transcription.

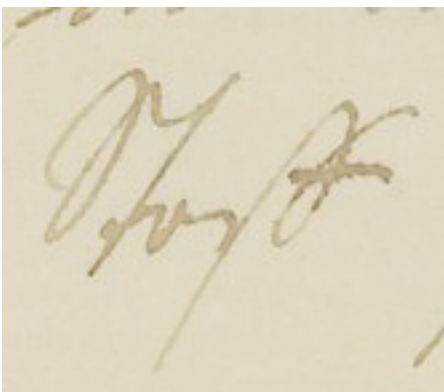
Caesura's dashes: «long dash» 3x, no tag needed —

– *Dates*: Numerical dates standardized without any space (e.g. 8.9.1856)  
with pre-printed date:

- a) if the decade is not printed, then the date will be normally transcribed: 86
- b) if the decade is printed, then it will be transcribed but put in brackets: [8]6

– *Distinction Signs* (signs and marks over u, y etc.) will be ignored.

– *Double f*: abbreviation brevigraph for «ff»



Stoff

– *Double ss*

The orthography in the 19th Century is not standardized and some author use even



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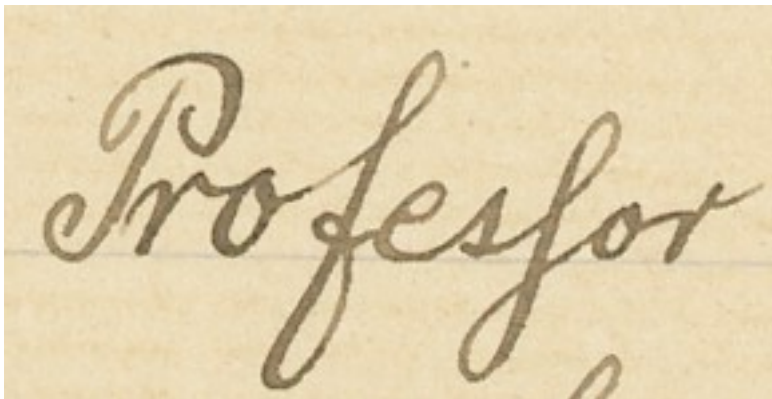
different signs for the same sound; furthermore the development of double-SS has no explanation neither in etymology, nor in historical sound development. For all these reasons we transcribe these letters as they appear in the manuscript (ss / ß / ſs / ſz) regardless of the current spelling. (In case of doubts for the transcription see the list of examples.)

The distinctive feature of single authors will receive a special annotation in the Letter Comments.

N.B.: in Romance words or languages no distinction is made between ss and ſs.

Button for long and round – or short – s: (Special characters (Option+B)+s

Long and short s:



are transcribed as -ss (in general in German texts the round s closes the syllable, while the long one opens it).

– *Ellipsis*: Dots will be standardized in three. Only in German texts is an empty space between the last letter and ellipsis.

– *Figure*: Sketches, drawings, photographs etc. in text. Any graphic or figurative addition must be tagged

– *Footnotes*: Sender's footnotes added on the page. The signs used by the authors



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to indicate the footnote and its collocation are standardized: \*  
Asterisks \* in both text and footnote.

– *Foreign*: Synchronic linguistics avoids the term «Fremdwort» since each word originating from an other language has a specific function in the linguistic system of a given historical period. Transcribers will therefore only tag as «*foreign*» (text-style “foreign”) Zitatwörter whose special writing identifies them as foreign words: «αγον», «die bellezza Roms ist überwältigend»

The same criteria are valid for Swiss German (uncertain cases – e.g. Tractanden – won’t be tagged, see Idiotikon).

Compound words in different languages won’t be tagged, neither words with erroneous spelling (they are transcribed as they compare in the manuscript).

– *Fraction Line* in decimal numbers, in case of dates: i.e. 1/2, 1844/5 (no superscript).

Homonym additions in towns follow typographic standards (not manuscript form): i/BM., a./M.

– *Gemination Sign* on «m» and «n»: transcription Memīnger (text-style “regularization”), benānt

– *HandShift* must be signalled through an appropriate tag

handShift: «Burckhardt» Author is identified

handShift: «unknown» Author can’t be identified

handShift: «uncertain» Probable Burckhardt’s hand, but not sure

- Transcription/repetition of words in text by foreign hand (e.g. Hansson’s letter) has no semantic value and will be therefore signalled only in the metadata and not in the text.

- JB’s handShift additions in blank pages will be ignored in the transcription and only





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signalled in the metadata.

– *Hyphen*: Before and after the hyphen there is no empty space even if the gap in the manuscript could seem wider. In the XIX Century hyphens were not standardized and manuscripts show the following signs (at line's end and/or beginning): -, =, /. In all these cases transcribers should use a normal hyphen at line's end: -.

Some writers separate words not adding any hyphen: in these cases transcribers will not add any arbitrary hyphen.

Every syllabication is distinguished by the regulation in TEI.

– *Inverted Commas*: «»

Inverted commas in direct speech are simple: ‹› [opt + 6], e.g.: ‹wie wir in der Ausstellung ‹Italienische Kunst› gesehen haben›

– *Ligature*: are transcribed as they are in the manuscript: Æ, æ, Œ, œ etc.

– *Marks*: Uncertain readings will be documented (i.e. the hypothesis will be transcribed, but also signed (text style `unclear`)). Illegible words will be transcribed with [-] and highlighted with a tag (text style `gap`).

– *Monograms*: When it is possible to associate a name to the monogram: Monograms will be transcribed in their full length, a tag is needed: e.g. Domenico Taddei

When it is not possible to associate an identity to the monogram: Monograms will be kept in text as they are on the manuscript, no space between letters: e. g. DT

Transcription order: Two letters, one inside the other: the bigger one (i.e. the external one) is transcribed first, assuming it to be the proper name (in medieval textes were usually used proper names), while the smaller and almost «stucked inside» letter will be transcribed soon after.



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Monograms inserted in crosses

- × Transcriptions will begin north clockwise
- + Transcriptions will begin north-west clockwise.

– *Percent/Per Thousand*: no distance between sign and number: 15%.

– *Printed Text*: Printed words or passages in text must be **tagged** (text-style “printed”)

Fraktur type not allowing italics uses letterspacing (German = sperren) for emphasis: the emphasised words will be transcribed in *italics*.

Antiqua uses italics for emphasis: in transcription will be kept.

For **bold** and SMALL CAPITALS you just use the editor tools to reproduce text.

– *Punctuation*: is strictly maintained (neither additions, nor deletions). Dots in unusual positions will be transcribed where they are, no comment is needed: e.g. alfred-von-preen-1870-08-21: getäuscht·

– *Quotation*: i.e. the passages marked through quotation marks «». Quote’s beginning and end must be tagged with «quotation START/END».

Bibliographical indications, titles and metaphorical passages or words won’t receive any tag.

– *Roman Numbers*: are transcribed as they are in the manuscript: e.g. «Zürich V.

– *Shorthand Symbols And Signs («Scribbles»)*: see *Abbreviations*.

– *Signs and Symbols*

Illuminated letters: the letters are transcribed as normal ones, no tag is needed;

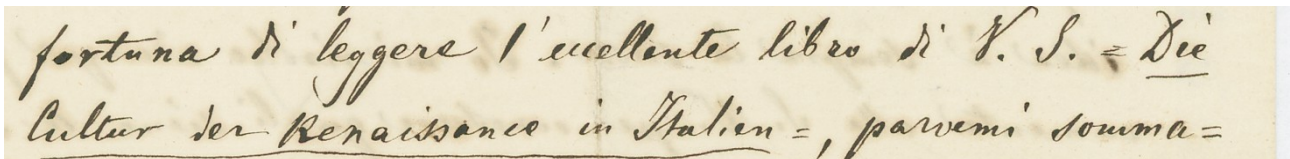


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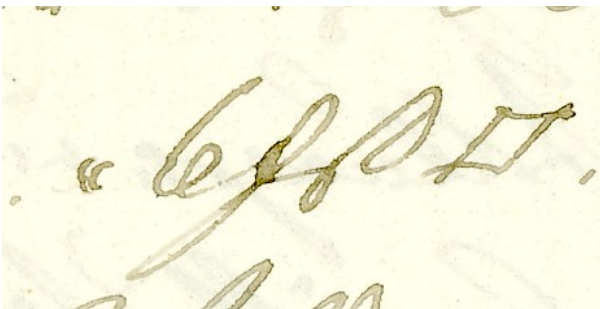
there will be added a comment in the Letter Comments.

= corresponding to «

In this special use the signs will be transcribed as = ...= (no space between sign and letter)

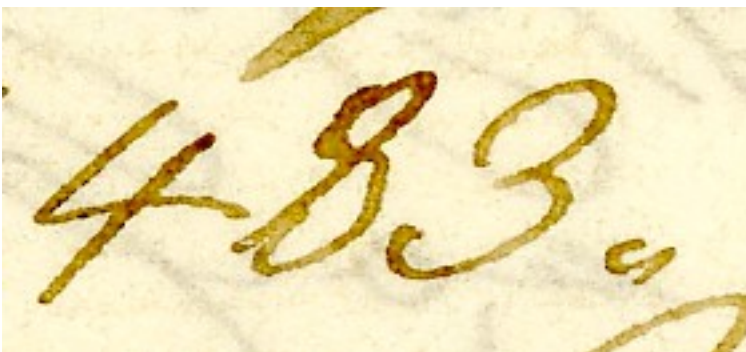


Quadrat: e.g. commeter-1859-12-annex:



«6 FB»

Inverted commas (often after numbers): they will be transcribed as „: e.i. johann-matthias-commeter-1861-12-03



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– Spaces in abbreviations are kept in the transcription: e.g. u. s. w. / u.s.w.

V. S. /V.S.

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Spaces between words and punctuation will be standardized, i.e. not kept in the transcription (see *Words linked together*)

– *Special Layouts*: Senders skip pages

Blank pages must be indicated in the transcription: e.g. no writing on the first page of the double leaf: `<pb n="1" />` = blank , `<pb n="2" />` `<pb n="3" />`, `<pb n="4" />` = blank (no specification is needed for the last page as it has no influence on the text).

Senders begin writing from the fourth page: No special layout is needed, because TEI encoding only accept logic numeration 1, 2, 3, etc., on the .doc and the following HTML page number 4 becomes page 1 (as in arabian composition). A specific comment about this particular structure is added in the Letter Comment. Beware photos succession.

– *Spelling* will be kept in its original form also in case of accidental errors or so called mistakes.

– *Superscript Signs*: Transcribers must use the letter «o» for superscripts (neither zero, nor the Celsius mark). Numbers with superscript «t», «ten», «n»: 2<sup>tn</sup>  
Any sign indicating underscores such as: «-» / «=», be vertical or horizontal, won't be transcribed.

– *Tables and Charts*: transcribers will add a Word chart. e.g. eduard-his-heusler-1894-09-15

– *Und, u./u, &*: are transcribed as they are in the manuscript, that is «u» with or without full stop.

– *Underlined Text*: simple and double underline are standardized in single ones, nevertheless double underscore always need an additional comment in TEI. This last case



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is valid also for

words with double underscoring in a sentence with simple underlining.

Emphasized passages with underlining word per word or reiterated underlining: transcriptors will always follow the manuscript.

Wavy underlinings will be standardized in simple underlining.

– *Words linked together*: Often caused by the writing ductus, this compound spelling is not maintained. This guideline is valid also for signatures. In case of uncertain orthography (historic spelling), words will be transcribed as they are in the manuscript.

