

TRANSCRIPTION AND PRESENTATION OF PRINTED TEXTS

Transcriptions of previously printed texts are presented in as close to the original print version as possible. The very fact that these materials have been printed beforehand – and, thus, consciously formatted – obviates the need for extensive reformatting by the transcriber.

Obvious errors in spelling and punctuation have been silently corrected, as they generally represent oversights on the part of the printer and not the original intent of the author. In such cases where misspellings are integral to the text and not deemed errors in typesetting or printing, they are retained. The editorial *sic* is not used to indicate misspellings or errors in the print version of the text.

Editorial comments are italicized and placed within brackets ([*italics*]) to offset them from the text of the original document.

The following imposed conventions will be used throughout:

- I. Body format
 - a. Paragraphs are left justified without indent.
 - b. One blank line is left between paragraphs.
 - c. Line breaks are not maintained throughout the transcription. If a word was hyphenated due to a line break, that word is transcribed in its entirety, except when the word is hyphenated because it spans a page break.
 - d. Multiple spaces between blocks of text are represented by a single space.
- II. Capitalization
 - a. When a word is presented in the original text as a variably-sized uppercase font, the same sized capital letter is used for the entire word in the transcription.
- III. Special characters and abbreviations
 - a. Archaic letters such as “*f*,” “*p*,” and “*B*” are replaced with their modern equivalents.
- IV. Non-textual elements
 - a. Marks included for decorative purposes, such as flourishes, are silently excluded from the transcription due to the difficulty involved in reproducing them accurately.
 - b. Symbols not contained in the standard character set are excluded for the same reason as above and are otherwise substituted, as appropriate.
 - c. Variations in the size of letters or words are not maintained in the transcription; however, if deemed significant, such variations may be noted by the editor.