

## TRANSCRIPTION AND PRESENTATION OF HANDWRITTEN TEXTS

We, the editors, feel that the faithful presentation of the transcription, with all of its errors and idiosyncrasies, is essential to the intellectual integrity of the original handwritten document; as such, the transcribed materials contained herein are presented in as close to the original manner as possible. Care has been taken to preserve the misspellings, errors in punctuation and usage, interlineations, cancelled matter, and other typographical conventions of the author.

The presence of errors, whether purposeful or accidental, often provides meaningful extra-textual clues as to the author's education, literacy, writing conditions, etc. We feel that to exclude this information would be to alter the effect the original document would have had upon its readers.

Nevertheless, certain editorial changes have been made for the sake of clarity and consistency. These changes, in general, are standardizations of layout features and not alterations to the content of the document. In certain cases, these changes have been made due to the limitations of the presentation medium; in other cases the changes represent a standardization of common characteristics across documents.

Editorial comments are italicized and placed within brackets ( *[italics]* ) to offset them from the text of the original document. The editorial *sic* is not used to indicate misspellings or errors in usage by the original author. The various manners in which authors employ terminal punctuation is maintained throughout the transcription.

The following imposed conventions will be used throughout:

- I. Body format
  - a. Paragraphs are indented as per the standard five character indentation, with long dashes or blank spaces following the end of a sentence being interpreted as an indication to begin a new paragraph.
  - b. 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).
  - c. Multiple lines between blocks of text are represented by a single line.
- II. Placelines and datelines
  - a. Placelines are included on the same line as the dateline, if presented as such in the original document. Otherwise, the placeline appears directly above the dateline, aligned to the left margin.
  - b. Datelines are aligned to the left margin and, if not included on the same line, appear one line below the placeline.
  - c. Whenever the date and place are not included as separate from the text but such information can be determined from the rest of the document, that material is presented as described above and placed within brackets: [ ].
- III. Salutations, closings, signatures and postscripts
  - a. Salutations appear, left-aligned, with one line between the dateline and the salutation and one line between the salutation and the body of the letter.
  - b. Closings appear, right-aligned, with one line between themselves and the last line of the body of the letter.
  - c. Signatures appear, right-aligned, on the line following the closing.
  - d. Postscripts appear as normal paragraph text with one space between themselves and the signature line.

- IV. Capitalization
  - a. Capitalization is maintained as it appears in the original document.
  - b. If the uppercase and lowercase formation of the letter makes it difficult to determine which was intended, modern usage is followed.
- V. Interlineations, marginalia, subscripts, and superscripts
  - a. Interlineations are brought down to the line at the point of insertion.
  - b. Marginalia will appear at the beginning or end of a page on its own line and be indicated with double up and down arrows and followed by an editorial comment describing the placement and other pertinent information: ↑↑ marginalia ↓↓ [*editorial comment*].
  - c. Subscripted text is brought up to the line at the point of insertion.
  - d. Superscripted text is brought down to the line at the point of insertion.
- VI. Stray marks and illegible text
  - a. Stray marks are silently omitted if it is the editor's determination that those marks have no significance to the document.
  - b. Illegible text is indicated with a bracketed editorial note and the number of words omitted: [five words illegible].
  - c. Obscured text for which a reasonable guess is possible is included within brackets and followed by a question mark: [obscured text?].
- VII. Cancelled passages
  - a. Cancelled passages are indicated with strikethrough type, irrespective of the manner in which the passage was cancelled: ~~cancelled text~~.
  - b. Cancelled passages that are illegible are designated with strikethrough type and then indicated as per other illegible passages mentioned above.
- VIII. Special characters and abbreviations
  - a. The plus symbol (+), when used to indicate "and," is replaced with the ampersand (&).
  - b. Abbreviations are maintained throughout, with superscripted elements brought down to line.
  - c. Archaic letters such as "þ," and "ß" are replaced with their modern equivalents.
- IX. Underlined passages
  - a. Underlined text is presented with a single underline, regardless of how many times it was underlined in the original text.
  - b. If it is thought that extra lines were made to add emphasis beyond the emphasis that a single underline gives, that information is included in an editorial note.
- X. Foreign words and phrases
  - a. Foreign words and phrases are presented in italics: *alma mater, ibid*
- XI. Non-textual elements
  - a. Marks included for decorative purposes, such as signature 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 and weight of letters or words are not maintained in the transcription; however, if deemed significant, such variations may be noted by the editor.