

DOCUMENT TRANSCRIPTS

Transcripts are typed copies of documents, which are prepared when the original documents are difficult to read. Transcripts must be as faithful to the originals as possible.

What to look for in a transcript

- A document header describes the transcript and identifies who prepared it
Example: *Transcript of Document No. 123*
Prepared by Albert Benedict
- A document footer describes the source of the original document
Example: *LAC, RG 10, Vol. 123, File 456, Reel C-78910*
- The start of each new page in the original is described
Example: *[new page]*
- Marginalia are anything written on the document which appear to have been added after the document was prepared. Describe marginalia at the beginning of each transcribed page.
Example: *[new page]*
[Marginalia Top Right Margin: Received January 2, 1843]
- Line breaks in the original document are reproduced
- It is noted when text in the original document is illegible
Example: *Weather conditions are favourable for [illegible word(s)]*
Example: *...after the road [two illegible words] are complete...*
- Inferences about content are enclosed in square brackets and noted with a question mark
Example: *Weather conditions are favourable for [ice fishing ?]*
Example: *...after the road [and railway ?] are complete...*
- Words which are crossed out on the original are struck out in the transcript
Example: *He made a ~~speling~~ spelling mistake*
- Spelling or grammatical errors which appear on the original are reproduced and noted immediately following the error
Example: *We recieved [sic] the supplies last week.*
Example: *The supplies was [sic] not damaged.*

.../2



[Marginalia Bottom Left Corner: Old handwriting styles can make documents difficult to read]

What to look for in a transcript (cont'd)

- Inserted words are described with a notation followed by the inserted text
Example: *The day before [one inserted word:] the storm.*
- Text inserted between lines is described with a notation followed by the interlined text
Example: *[One sentence interlined:] They declare they will pay in two weeks.*
- Superscripts are reproduced
Example: *Responding to your letter of 22nd ultimo*
- Diagrams and/or sketches are described as fully as possible
Example: *[Hand-drawn sketch of Burlington Bay and its surroundings, with letters indicating points of interest.]*
- Tables are reproduced as accurately as possible
- Signatures are noted and their text transcribed
Example: *[Signature:] James Crook*
- Legal seals and/or totems are indicated by [L.S.] and described
Example: *[L.S.], [bear totem]*
- The transcript duplicates the original document as faithfully as possible, not even correcting what may seem to be "mistakes" in the document***

Old handwriting styles can make documents difficult to read

