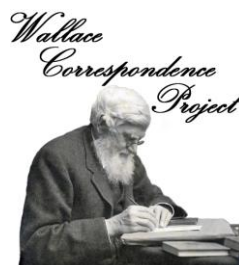


# The Alfred Russel Wallace Correspondence Project's Transcription Protocol

**\*Version 18.1\***



## Contents

INTRODUCTION .....	3
SETTING UP YOUR WORD PROCESSOR .....	3
DOCUMENTS THAT WE TRANSCRIBE .....	4
WHAT TEXT GOES WHERE? .....	4
All of the text of published documents is transcribed, including page numbers. ....	5
LAYOUT OF THE TRANSCRIBED TEXT .....	5
PAGE & READING ORDER NUMBERS .....	5
LETTER HEADER .....	6
SALUTATION (Greeting at beginning of letter) .....	8
PARAGRAPHS .....	9
MULTIPLE LAYERS OF TEXT .....	9
TEXT IN THE MARGINS .....	10
LATER ANNOTATIONS .....	10
LISTS .....	10
TABLES .....	11
ILLUSTRATIONS .....	11
VALEDICTION (The parting words at the end of a letter) .....	11
PROTOCOLS USED FOR TRANSCRIBING TEXT .....	11
INSERTED WORDS .....	11
SPECIAL SIGNS (BREVIGRAPHS) .....	11
SYMBOLS .....	12
QUOTATION MARKS .....	12
APOSTROPHES .....	12
PERIODS/FULL STOPS, DASHES & HYPHENS .....	12
CAPITAL LETTERS .....	12
MISFORMED LETTERS .....	12
CROSSED OUT WORDS .....	12
UNDERLINING .....	13
PARENTHESES .....	13
TRANSCRIBER EDITS AND INSERTIONS .....	13
EDITORIAL INSERTIONS (non-italicised square brackets: [ ]) .....	13
EDITORIAL COMMENTS (italicised square brackets: [ / ]) .....	15
SURMISED TEXT (angle brackets: < >) .....	15
ENDNOTES .....	15

FORMATTING ENDNOTES .....	16
OTHER INFORMATION TO INCLUDE IN ENDNOTES .....	17
ABBREVIATIONS AND ACRONYMS IN ENDNOTES .....	17
NAMES OF PEOPLE IN ENDNOTES .....	18
REFERENCES IN ENDNOTES .....	18
SOURCE OF TRANSCRIPT .....	20
USEFUL ONLINE RESOURCES .....	20
PERSONAL NAMES .....	20
PLACE NAMES .....	20
SCIENTIFIC NAMES OF PLANTS AND ANIMALS .....	20
OTHER .....	21
SAMPLE TRANSCRIPT .....	22

## INTRODUCTION

This guide explains how to use the protocol developed by the Wallace Correspondence Project (WCP) for transcribing Alfred Russel Wallace's (ARW) correspondence and other manuscripts in preparation for their publication in a series of printed volumes and in the WCP's Online repository - [Wallace Letters Online](#) [please note that this website is no longer functioning properly and we are working on a replacement].

The WCP protocol is a method of transcription which aims to preserve much of the original layout of the text, but imposes some formatting rules in order to standardise the layout in order to make the text easier to read and understand.

Our protocol can trace its origin back to those used by Darwin Online ([http://darwin-online.org.uk/Manuscript\\_transcription\\_policy.html](http://darwin-online.org.uk/Manuscript_transcription_policy.html)) and the Tyndall Correspondence Project. These in turn evolved from the protocol developed by the Darwin Correspondence Project. Our protocol has now diverged considerably from its ancestors.

**Before beginning your transcription work please study a sample transcript (see the sample transcript at the end of this document and <http://wallaceletters.info/content/transcription>) and read the instructions below very carefully. Thanks!**

## SETTING UP YOUR WORD PROCESSOR

Before you begin work, please turn off all auto text correcting functions in the word processor you are using e.g. auto capitalisation and spelling correction.

If you are using MS Word, please find "AutoCorrect Options" on the Tools menu and untick ALL of the checkboxes on ALL of the tabs. We **do not** want formatting like Word smart quotes (curly quotation marks) or 'features' like automatic numbered-lists (when producing numbered lists for endnotes etc., please type the numbers yourself).

Next, from the Format menu, select "Paragraph" and make sure that "Spacing" "Before" and "After" are both set to "0 pt." and that "Line spacing" is set to "Single".

To make sure these are all permanently turned off you need to make these changes to Word's "Normal" template and then save it. This is how you do it in MS Word 2016:

- i. Under the "Home" tab, in the "Styles" section of the ribbon, click on the little 'expand' icon in the bottom right-hand corner of that section to bring up the "Styles" Menu.
- ii. Click on the drop-down arrow beside "Normal" in the List, and select "Modify".

- iii. Make the necessary changes to the document (use the "Format" button to change font, paragraph spacing etc.)
- iv. Select "New documents based on this template"

Please never use tabs or indents. If you need to reproduce a list with two or more columns then use a Table.

Please use Arial 12 point font only. The **only** formatting you should ever use in transcripts is: *italics*, **bold**, underline, **bold underline**, ~~strikethrough~~, <sup>superscript</sup> and right and left justification. No other formatting is permitted and any found will be removed.

Please save documents as Microsoft Word ".doc" files (do not use formats such as ".docx") and ensure that the name of the file matches the WCP document number you are transcribing (e.g. WCP1705\_L1587.doc). Please do not add any other text to the file name.

Please follow the conventions below. If you encounter a situation not covered by them then discuss the matter with the WCP's Archivist Charlotte Robinson ([c.robinson@wallaceletters.org](mailto:c.robinson@wallaceletters.org)) before proceeding any further!

## DOCUMENTS THAT WE TRANSCRIBE

The documents we transcribe fall into the following four categories:

- i. handwritten or typed original manuscript letters. [For the purposes of our project a letter is defined as a manuscript which has been posted or telegraphed by one person to another.]
- ii. handwritten or typed transcripts of original manuscript letters
- iii. other manuscripts, including drafts of letters, notebooks, or enclosures posted in letters (e.g. a manuscript of a scientific paper)
- iv. published transcripts of letters (and rarely other published documents)

Each of these is transcribed in slightly different ways, as explained below.

For more information about how we define a letter, and what documents we transcribe see <http://www.nhm.ac.uk/resources/research-curation/projects/wallace-correspondence/files/about-database-records.pdf>

## WHAT TEXT GOES WHERE?

In the case of manuscripts (i - iii above), we transcribe the text written at the time of the manuscript's creation, and put later annotations made on the manuscript into endnotes. There are three exceptions to this:

- Page numbers are recorded in endnotes, rather than as part of the transcript.
- Text written on the manuscript by repositories (e.g. repository reference numbers and page/folio numbers) and repository stamps, are ignored and are not transcribed.

- One other (rare) exception is described under LATER ANNOTATIONS below.

All of the text of published documents is transcribed, including page numbers.

## LAYOUT OF THE TRANSCRIBED TEXT

### PAGE & READING ORDER NUMBERS

#### 1. Manuscript Letters

The "page" numbers included in the WCP's transcripts of manuscript letters actually denote the **reading order** of the text i.e. the order in which the text pages of a letter should be read. If the original letter includes blank pages or has multiple layers of text (see below), then the reading order numbers of the transcript will differ from the "actual" page numbers of the manuscript.

Blank pages of the letter should be ignored, e.g. if a letter has four pages but page 2 is blank, then the text of the transcript should be numbered 1, 2 and 3.

Reading order numbers should always be enclosed in two sets of square brackets e.g. `[[1]]`. **No other text should ever be enclosed in two sets of square brackets.**

The first number "`[[1]]`" should be the first text entered on the first page of the transcript (it comes before any other text) and it should be separated from subsequent text (e.g. the address) by a blank line (i.e. press the RETURN key twice after typing "`[[1]]`" and then begin typing the transcript).

Reading order numbers denoting subsequent pages of text (2, 3 etc.) should be inserted into the appropriate place in the text **before** the first word on the page they refer to and should have a space after them e.g. "curious `[[2]]` contrasting colour" or "`[[5]]` P.S. Williams says..."

If a page has multiple layers of text on it then please use an endnote to explain how the reading order and actual page order differs (see the MULTIPLE LAYERS OF TEXT and the ENDNOTE sections below for an explanation of how to do this).

#### 2. Other Manuscripts

In the case of manuscripts which are not letters (e.g. notebooks), blank pages **are included** in the reading order sequence, so the reading order numbers will usually correspond to the actual numbers of the manuscript pages. In the case of blank pages, type the number of the page, followed by a space and then the next reading order number e.g. "the butterfly. `[[2]]` `[[3]]` The river flowed" [in this case page 2 is blank]

### 3. Published Letters

Please record the page numbers printed on the page in italicised square brackets "[ ]" after the reading order number, and prefix the page number with "p. " e.g. "[1] [p. 262]".

#### LETTER HEADER

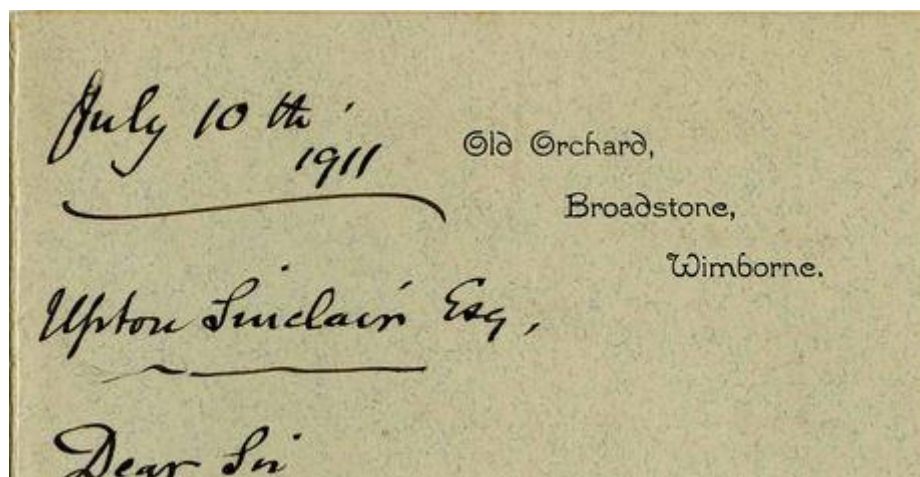
The header is the text which appears at the beginning of a letter before the salutation and main body text. The text in the header should mirror the original layout as closely as possible. In the case of **original manuscript letters only**, the sender's address and the date are treated as separate paragraphs and should be aligned right. All other text in the header (and for that matter in the rest of the letter) should be aligned left.

#### 1. Sender's Address

The address of original manuscript letters should be aligned right and each line of the address should be separated from the next by one paragraph mark (i.e. press the RETURN key once at the end of each line).

If the address is printed or embossed then it should be put into *italics* and it should always be placed as the **first text** of page 1 of the transcript (i.e. it should always follow the reading order number of page 1 i.e. "[1]"). Any handwritten original text which appears above or to one side of it should be separated from it by one blank line and placed below it.

**For example:**



The header information above would be transcribed as follows:

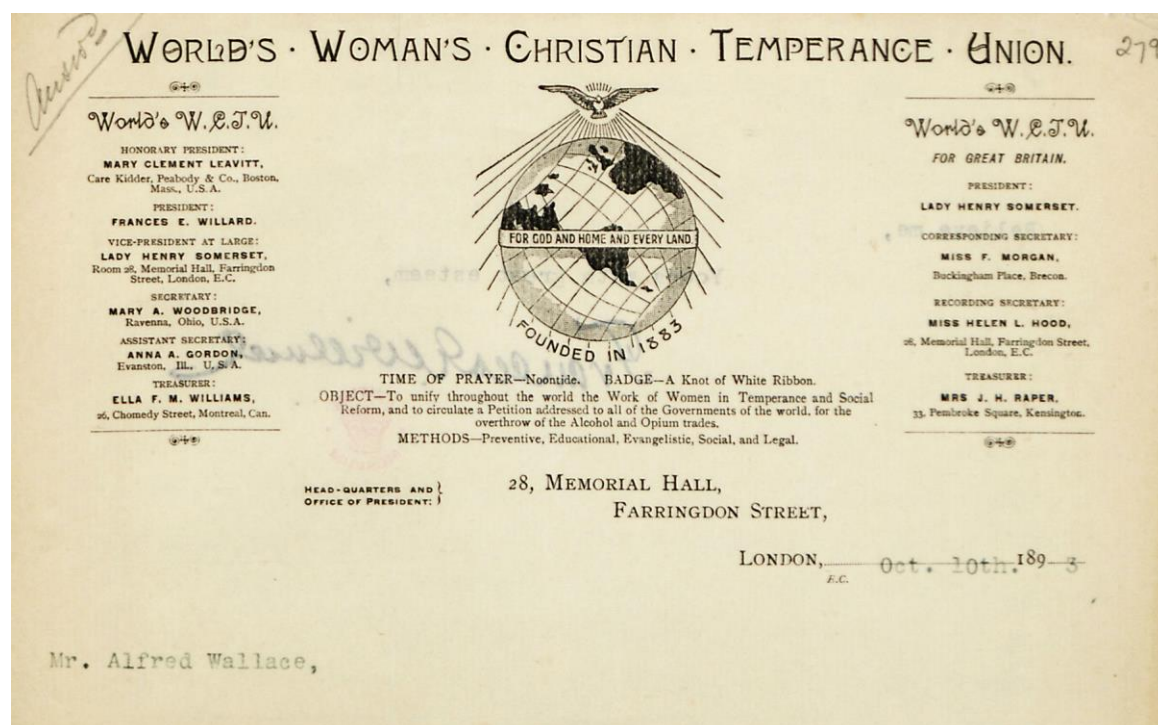
[[1]]

*Old Orchard,  
Broadstone,  
Wimborne.*

July 10<sup>th</sup>. 1911

Upton Sinclair Esq.

If other printed or embossed information is present in the letterhead, as in the printed one below, then it should be ignored - we are only interested in details of the address.



The addresses of handwritten/typed **transcripts** and **published** letters should be transcribed as they are written and should be aligned left like the rest of the text i.e. they are not treated in any special way.

## 2. Date

The date should be transcribed exactly as it is written. If parts of a date are written on different lines in the letter, keep all parts on the same line in the transcription.

In the case of **original manuscript letters only** the following applies: the date is treated as a separate paragraph and it should be separated from any text above it by a blank line, and aligned right. A blank line should follow it



(press the RETURN key twice). It should always be separated from any text before or after it by blank lines - even if this text appears on the same line as the date in the original manuscript letter.

The date on handwritten or typed **transcripts** and **published** letters should be written and formatted as it appears on the page.

If the date is incomplete but the missing part is known then please supply it e.g. "May [18] 1890". An endnote (see below) will often be needed to explain how this was determined. If only the first two digits of the year are missing e.g. "[18]90" then it is not necessary to create an endnote.

### **Some examples of how addresses and dates should be formatted:**

If the address and date appeared on the same line as follows:

Ternate, Moluccas, Oct. 6. 1858.

They would be formatted as follows in the transcript:

Ternate, Moluccas,

Oct. 6. 1858.

### **Another example:**

If the original letter reads:

Private

Sept 4 85  
Berkeley Lodge  
West Hill, Putney SW

The text would be formatted:

Private

Sept 4 [18]85  
Berkeley Lodge  
West Hill, Putney SW

### **SALUTATION (Greeting at beginning of letter)**

In the case of **original manuscript letters only** the following applies: the salutation (e.g. "Dear Darwin,") is treated as a separate paragraph which should be separated from the text in the header above it by one blank line (i.e. press the RETURN key twice). A blank line should follow it.



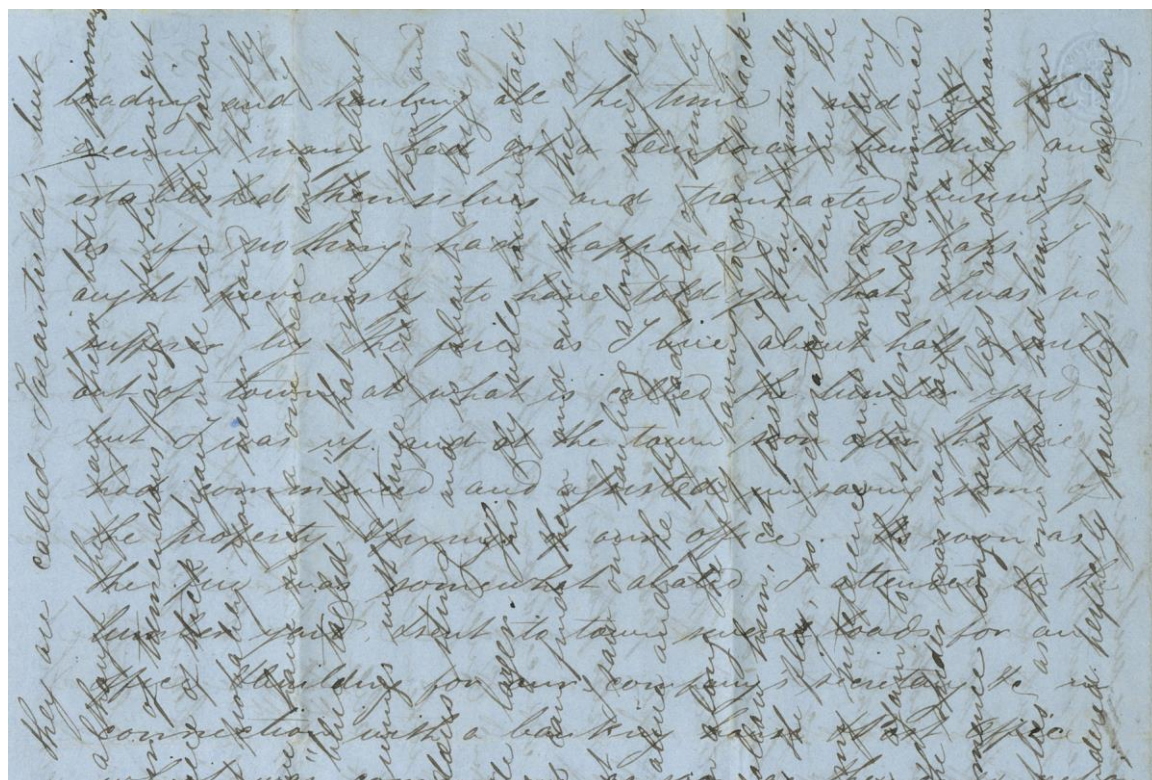
The salutations of handwritten/typed **transcripts** and **published** letters should be written and formatted as they appear on the page.

## PARAGRAPHS

Paragraphs should be left flush with the left-hand margin with a blank line between them (except for the exceptions noted above) (i.e. press the RETURN key twice after ending the paragraph). Special manuscript devices delimiting sections or paragraphs, for example, blank spaces left between sections of text and lines drawn across the page, are treated as normal paragraph indicators and are not specially marked or recorded unless their omission would make the text unclear.

## MULTIPLE LAYERS OF TEXT

Some early letters have text which is written in several different directions (e.g. horizontally and vertically) on the same page. Here is a portion of one of these:



Please insert the transcribed text of the second (and any other) layers into the transcript at the point where it was intended to be read and use endnotes to explain the situation in the same way as for text in the margins (see below).

For example, a two page letter may have two layers (horizontal and vertical) of text on both pages and the reading order of the text may be: page 1 then page 2 for the first (horizontal) layer; then page 1 and page 2 for the second (vertical) layer. The text of the second (vertical) layer of pages 1 and 2 would therefore be placed *after* the text of page 2 of the transcript (i.e. the letter

would be treated as having four pages) and endnotes would be used to explain the positioning of the text in the original. The reading order numbers in the transcript would be [[1]] for the first layer (horizontal text) on page 1; [[2]] for the first layer (horizontal text) on page 2; [[3]] for the second layer (vertical text) on page 1; and [[4]] for the second layer (vertical text) on page 2.

## TEXT IN THE MARGINS

Text which is part of the original letter (i.e. written at the time of its original composition) and is written in the margins should be inserted at the point in the transcript where it was intended to be read, if this can be ascertained. An endnote (see below) should be used to describe the physical position of this text in the manuscript.

For example, in some cases the final part of a multi-page letter may be written in the margin of the first page. This text should be transcribed as part of the **final** page of the transcript, but with an endnote stating that it was written in the margin of the first page (e.g. the marginal text might read "but<sup>1</sup> fortunately I escaped with my life!" and the endnote might read: "1. The text which runs from this point until the end of the letter is written vertically up the left margin of the first page of the manuscript.")

If the marginal text is clearly not meant to be part of the main text on the page (e.g. if it is a general comment about something that is written in the main text) then please place an endnote number after the reading order number of the page in question and include the text in an endnote, rather than in the main body of the letter.

## LATER ANNOTATIONS

If it is believed that handwritten text was added after the letter was written either by the author or someone else (e.g. Wallace's son), then use endnotes to record it. However, please do not transcribe text written on the letter by repositories (e.g. repository reference numbers and page/folio numbers) and also ignore repository stamps. Repository reference numbers are normally found written in pencil at the head of a page or folio. Repository page or folio numbers are normally found written in pencil in the top right-hand corner of the page or folio.

The only exception to recording later annotations in endnotes is to be found in letters such as WCP764, in which the sender asked ARW several questions to which ARW replied by writing his answers on the same letter. Such letters should be transcribed as if they were written by a single author, but endnotes should be added which explain what text is actually a later addition by ARW.

## LISTS

Each line of text which is written in the form of a list should be separated from the next by a paragraph mark (press the RETURN key once at the end of a line).

## TABLES

Tables are reproduced as close to the original format as possible (insert a table with the correct number of columns and rows into the transcript).

## ILLUSTRATIONS

Any hand-drawn illustrations and diagrams that appear in the letter should be omitted. However, editorial comments should be made in the appropriate place in the text, which briefly describes them e.g. "*[a sketch of a butterfly appears here]*"

## VALEDICTION (The parting words at the end of a letter)

The valediction should be combined into a single line to save space, and the positions of line-breaks in the original should be marked by vertical bars (called "pipe" characters) with a space on either side i.e. " | " (this is probably on the same key as the "\" character). For example: "Believe me | Yours very faithfully | Alfred R. Wallace"

The valediction should be separated from the text above it by a blank line.

If the letter is an **original manuscript** (not a later transcript) actually signed by the author, then please record the signature by transcribing the name of the author (in the form it appears in the signature - if it is readable), followed by "*[signature]*" (i.e. in square brackets and italicised). For example "Alfred R. Wallace *[signature]*" or "ARW *[signature]*". Do not underline the name of the person whose signature it is.

## PROTOCOLS USED FOR TRANSCRIBING TEXT

When transcribing manuscripts you should adhere as closely as possible to the original layout and spelling of the original, enclosing all text which is not part of the original in square or angle brackets i.e. [ ] or < > (see below for more information). Original spelling should be retained and misspellings should be indicated by inserting *[sic]* immediately after the misspelt word e.g. "caterpillar *[sic]*" (or *[sic?]* if you are not sure). In cases of grossly misspelled words please supply the correct word in non-italicised brackets instead of inserting "*[sic]*" e.g. "evolooshun [evolution]".

## INSERTED WORDS

When an author has inserted one or more words into the text, these should be transcribed in superscript and inserted into the text where the author intended that they should be read e.g. "Darwin tells <sup>me</sup> that".

## SPECIAL SIGNS (BREVIGRAPHS)

These should kept as written e.g. "&" (and), "&c." (et cetera). Please be aware that "&" may look like "+".

## SYMBOLS

"æ" is transcribed "ae", "œ" is transcribed "oe", "Æ" is transcribed "Ae". "♀" and "♂" should be retained as they are.

## QUOTATION MARKS

Transcribe these as they are written. Never use curly quotation marks (called "smart quotes" in Microsoft Office programs).

## APOSTROPHES

Please ensure you use the actual apostrophe symbol and not the single quotation mark symbol which looks very similar. On my keyboard the apostrophe symbol (') is on the same key as the @ sign, whilst the ` (single quotation mark) is on the key to the top left of the keyboard which also has the ~ symbol on it.

## PERIODS/FULL STOPS, DASHES & HYPHENS

Dashes, multiple periods/full stops etc. at the ends of sentences should be transcribed as written. If no punctuation mark occurs at the end of a sentence then insert a period/full stop in square brackets i.e. "[.]". Dashes should be written as a two hyphens (--) rather than en-dashes or em-dashes (**Important:** please ensure that your word processor does not automatically convert hyphens to dashes). If there is a series of dashes then separate the double hyphens with spaces e.g. "-- -- --".

Dashes within sentences should also be transcribed as two hyphens, but dashes indicating that a word has been split between lines (usually words abutting the right-hand margin of the page) should be "silently" ignored (e.g. write "butterfly" rather than "butt--erfly"). Hyphenated words such as "go-between" are transcribed with a single hyphen as written.

## CAPITAL LETTERS

These should be kept as written.

## MISFORMED LETTERS

If the author's intention is clear, write the correct letter. E.g. if the author has clearly inadvertently crossed a letter "l", then write "l", not "t". Unless there is any uncertainty, there is no need to transcribe misformed letters as they appear on the manuscript.

## CROSSED OUT WORDS

Use strikethrough font to depict deletions which are still legible e.g. "~~deleted~~". See below for how to record illegible text.

## UNDERLINING

When the author has underlined text this should be represented in underline font. Where the author of a manuscript has indicated greater emphasis by underlining a word or passage two or more times, the text should be rendered as **bold underlined**. Note that signatures should never be underlined (see below).

## PARENTHESES

Parentheses "( )" are transcribed if they appear in the original text. However, if the author used square brackets they should be changed to parentheses.

## TRANSCRIBER EDITS AND INSERTIONS

Square or angle brackets should be used to enclose insertions and comments by the transcriber or editor.

Regular square brackets [ ] enclose editorial **insertions**, whilst italic square brackets [ ] enclose all editorial **comments**, which are themselves written in italic text. Angle brackets < > are used to insert **surmised text** in cases where the original text is damaged or otherwise unreadable. More detailed explanations follow:

### EDITORIAL INSERTIONS (non-italicised square brackets: [ ])

If possible please supply text which the author has accidentally or deliberately omitted, and enclose it in non-italicised square brackets e.g. "In the morning we went [to] the village" or "The plumage of this sp[ecies] is most handsome.". If you are uncertain include a question mark e.g. "This sp[ecies?] has greatly enlarged mandibles."

As already mentioned above, if the date of the letter is incomplete but the missing part is known then please supply it e.g. [1890] (an endnote will probably be needed to explain how this was arrived at).

In the case of less common abbreviations and contractions please supply the missing part of the word[s] e.g. "y[ea]r" instead of "yr". In the case of abbreviations, the inserted text is placed before the full stop of the abbreviation.

Very common abbreviations which do not need to be extended in transcriptions are as follows:

AD - Anno Domini (CE, Current or Common Era sometimes used)

BC - Before Christ (BCE, Before the Current or Common Era sometimes used)

c. - *circa*, "about"

cf. - confer, "compare"

Dr, Dr. - Doctor

E., e. - East, eastern  
 Ed., ed. - edition, editor  
 e.g. - *exempli gratia*, "by way of example"  
 etc. - *et cetera*, "and the rest", "and so on and so forth"  
 F., f. - folio  
 Ff., ff. - folios  
 fl. - floruit, "flourished" (when giving people's dates)  
 i.e. - *id est*, "that is"  
 Jr, Jun. - junior  
 Ltd - Limited (as in limited company)  
 Mr, Mr. (or Mr.) - Mister  
 Mrs, Mrs. - Mistress  
 Messrs, Messrs. - Misters (often used in company names or referring to two or more men)  
 MS/ms, MS./ms. - manuscript  
 MSS/mss, MSS./mss. - manuscripts  
 N., n. - north, northern  
 N.B. - *Nota Bene*, "note"  
 No., no. - number  
 Nos., nos. - numbers  
 N.W., n.w. - north-west, north-western  
 P., p. - page  
 Pp., pp. - pages  
 Prof. - Professor  
 P.S. - *Post Scriptum*, for text written as an after-thought  
 q.v. - *quod vide*, "which see"  
 Revd - Reverend  
 S., s. - south, southern  
 Sr, Sen. - Senior  
 S.E., s.e. - south-east, south-eastern  
 S.W., s.w. - south-west, south-western  
 UK - United Kingdom  
 U.S., USA - United States of America  
 viz. - *videlicet*, "namely"  
 vol. - volume  
 vols - volumes  
 W., w. - west, western

Also, do not extend the abbreviations for currency denominations (e.g. £ s. d.), or widely-recognized abbreviations for weights and measures, or days of the week or months.

Abbreviations for names of American states should be extended, apart from "Washington, D. C.", which is widely-recognized.

For a list of common abbreviations see <https://public.oed.com/how-to-use-the-oed/abbreviations/#a> but do not extend ones which are not listed above. If you encounter a very common abbreviation/contraction which you think should be included on the above list then please let us know.



## EDITORIAL COMMENTS (italicised square brackets: [ ])

Please enclose any comments you make in square brackets and italicise these plus the enclosed text e.g. "[*MS burned*]"

### 1. Uncertain Interpretation

If you are unsure whether you have read a word correctly then place a question mark in square brackets directly after it e.g. "Darwin[?]". Don't leave a space between this and the queried text.

### 2. Missing or Unreadable Text

In the case of damaged or illegible manuscript text, if no guess can be made about the missing word(s) (see above), an appropriate comment should be made e.g.

"[*2 words illeg.*]" (Note: "illeg." = illegible)

"[*MS burned*]"

"[*MS blotted*]ing Darwin!"

"sp[*MS illeg.*] Bates"

### 3. Signatures

"[*signature*]" should be inserted after all signatures – whether full signatures or just initials e.g. "A. R. Wallace [*signature*]". Do not underline the person's name even if it has been underlined by the author.

## SURMISED TEXT (angle brackets: < >)

In the case of mutilated or illegible text, if a word or words can be deduced from the context, then please insert it/them in angle brackets "< >" e.g. "My son <William> wrote to you" Uncertain guesses should be followed by a question mark e.g. "Bates says that the local ladies are very <attractive?>".

## ENDNOTES

Endnotes are used for a variety of purposes e.g.:

- for comments that clarify references to people, places and subjects or concepts mentioned in the text
- for bibliographical references for quotations and references made in the text to published works
- to record information about the layout of the text
- to record later annotations

Endnotes should be placed at the bottom of the final page of the transcript and referenced using superscript numbers inserted into the appropriate place in the text i.e. directly after the word or the text they refer to. For example, in order to explain who a person referred to simply as "Herbert" is, insert a superscript "1" directly after the name (i.e. "Herbert<sup>1</sup>") and write an endnote at



the end of the document, which might read: "1. Wallace, Herbert Edward (1829 - 1851). ARW's brother."

If the endnote refers to a sentence or quotation then the number should be placed directly after that text and after any punctuation except a dash. For example, "William really likes my new book.<sup>1</sup>", with an endnote reading "1. ARW's son William likes ARW's book Wallace, Alfred Russel. 1889. *Darwinism; An Exposition of the Theory of Natural Selection With Some of Its Applications*. London & New York: Macmillan & Co."

Please use your judgment and do not create endnotes for information which can easily be found by the reader elsewhere e.g. don't include endnotes such as this: "3. A mule is the offspring of a male donkey (jack) and a female horse (mare)."

## FORMATTING ENDNOTES

The heading "**ENDNOTES**" should be added above the endnotes and a blank line should separate this heading from the first endnote.

Endnotes should be separated from each other by a blank line (i.e. press the RETURN key twice after finishing an endnote before beginning the next).

Endnote numbers should only be used sequentially; for example, if a point has been explained in an endnote and occurs again later in the manuscript, the same endnote number should not be used for both and the second occurrence may in fact not need to be explained again. There is therefore normally no need to cross-reference to other endnotes in a particular manuscript. If a topic does need explaining again, an endnote referring to the first endnote may be used, e.g. "7. See endnote 3 above".

**Note:** please do NOT use MS Word's automatic numbered-list 'feature' to create endnotes (or other numbered lists) - type each number yourself.

If text from the manuscript is quoted in an endnote then please enclose it in double quotation marks. Single quotation marks are used for quotes within quotes.

Sources of information in endnotes should be included wherever possible. Wikipedia is a useful starting point for information, but please try to confirm any details you cite using more trusted academic sources. Always write the endnote in your own words and cite the source to avoid plagiarism (unless the information is simply basic data which cannot easily be presented in any other way, e.g. "Wallace, Herbert Edward (1829 - 1851)").

## OTHER INFORMATION TO INCLUDE IN ENDNOTES

### 1. Text Layout

If the reading order of a letter differs from the actual layout of the pages (e.g. the letter has multiple layers of text), then please record this by inserting an endnote number after the reading order number (e.g. "[[4]]<sup>3</sup>") and then explain the situation in an endnote e.g. "3. The remaining text of the letter is written vertically over the first layer of text on page two of the manuscript." Please try to explain this as clearly and as simply as possible.

### 2. Later Annotations

Endnotes should also be used to record any text, handwritten or typed, which was added after the manuscript was originally written, whether by the author of the manuscript or another person. As explained above, reference or page/folio numbers, written on the manuscript by the repository (usually in pencil) are not recorded.

Use a superscript number in the text as near to the place that the text in question appears, and then write an endnote which lists the text e.g. "2. Text in the hand of William Wallace in the top right corner of the page reads 'Letter number 20'".

Page numbers written on the manuscript by the author or other people usually appear at the top of a page. Such numbers and their position on the page, should be included in an endnote (but ignore numbers added by repositories, as noted above), with the endnote number generally placed after the reading order number of the page, e.g. "[[3]]<sup>1</sup>", with an endnote reading "1. A number "4" written in ARW's hand is written in the top right corner of the page."

For further general guidelines on endnotes, see the MHRA Style Guide, section 9 in <http://www.mhra.org.uk/pdf/MHRA-Style-Guide-3rd-Edn.pdf>

## ABBREVIATIONS AND ACRONYMS IN ENDNOTES

- If a word has been contracted, rather than abbreviated, the contraction should not be followed by a full stop e.g. Dr, Mr, vols, with the exception of no. (number) and nos. (numbers).
- With lower-case abbreviations for phrases consisting of one or more words, there should be a full stop after each letter and no spaces, for example, "i.e." (*id est*) and "e.g." (*exempli gratia*).
- No full stops are required in capitalized abbreviations of acronyms for works of reference or journals (both in italics) or series (not in italics) e.g. OED, *TLS*, or for countries, institutions, societies and organisations e.g. UK, NHM, ARA, UN
- Names of months other than May, June and July, should be abbreviated to three letters followed by a full stop, and dates expressed as "23 Apr. 2013", for example.

- Use the following abbreviations: ms for "manuscript", mss for "manuscripts", c. [in italics] for "*circa*"
- Use the acronym ARW to refer to Alfred Russel Wallace.

For further guidance on abbreviations, also on dates, numbers, currency and weights and measures, see the MHRA Style Guide, sections 4 and 8

<http://www.mhra.org.uk/pdf/MHRA-Style-Guide-3rd-Edn.pdf>

See the following for a very full list of abbreviations and acronyms:

<https://www.abbreviations.com/>

## NAMES OF PEOPLE IN ENDNOTES

When you write an endnote to explain who a person mentioned in a manuscript is, please type the person's name (see below for how to format this), followed by the dates of their birth and death (if known), and then a short remark about their profession etc., which you think will help to identify them e.g. "2. Gray, Asa (1810-1888). American botanist."

The name of the person is the full name used by that person at the time of their death. Any commonly used nicknames are noted in ("") after the forename(s) and any earlier surname(s) is/are noted in () after the surname using "née" to indicate a maiden name, "formerly" to indicate a change for a reason other than marriage, and "then" to indicate any earlier married names.

Some examples are:

Alexander, Patrick Proctor ("Pat")  
 Allingham (née Paterson), Helen Mary Elizabeth  
 Sims (née Wallace), Frances ("Fanny")  
 Comerford-Casey (formerly Casey), George Edward  
 de Grey (née Withers, then Gwytherne-Williams), Marion

## REFERENCES IN ENDNOTES

If references to publications are given in endnotes then they should be formatted as follows:

### Journal Articles:

Format: Author(s). Year\_Printed [Year\_Published]. Article\_Title. Publication, Series, Volume(Part): Page\_Range. [p. Page\_Published]

Example: Stevens, Samuel. 1849. Journey to explore the province of Pará [extract from a letter dated 23 Oct., Pará, from Wallace and Henry W. Bates to Samuel Stevens, their collections sales agent]. *Annals and Magazine of Natural History*, Series 2, 3(13): 74-75. [p. 74-75]

**Books:**

Format: Author(s). Year\_Printed [Year\_Published]. Book\_Title, Volume, Publisher. [p. Page\_Published]

Example: Marchant, James (Ed.). 1916 [1917]. *Alfred Russel Wallace; Letters and Reminiscences*, Vol. 1. London & New York: Cassell and Co. [p. 467]

**Book Chapters:**

Format: Author(s). Year\_Printed [Year\_Published]. Article\_Title. Page\_Range. In: In\_Author. Book\_Title, Volume, Publisher. [p. Page\_Published]

Example: Mallet, James. 2008. Wallace and the species concept of the early Darwinians. 102-113. In: Smith, Charles & Beccaloni, George William (Eds). *Natural Selection and Beyond: The Intellectual Legacy of Alfred Russel Wallace*, Oxford, UK: Oxford University Press. [p. 103]

**Websites:**

Format: Author(s). Year\_Printed. Article\_Title. <Website URL> [Date\_Accessed]

Example: Catchpole, Caroline. 2013. Bates, Frederick. <<http://wallaceletters.info/content/bates-frederick>> [accessed 29 May 2013]

**Information about the elements which make up a reference:**

**Author(s):** Full name of authors with surnames first e.g. "Catchpole, Caroline & Beccaloni, George William". If an author is the editor of the book then please indicate this e.g. "Smith, Charles & Beccaloni, George William (Eds)" or "Beccaloni, George William (Ed.)"

**Year\_Printed:** The year printed on the publication.

**Year\_Published:** Include this only if the year the item was actually published differs from the year printed on the publication.

**Article\_Title:** Titles of articles and book chapters should be in lower case (apart from proper nouns which should have the first letter capitalised) [i.e. the title should be in sentence case].

**Book\_Title:** Titles of books should be in title case.

**Publication:** Names of journals should be in title case.

**Page\_Range:** The page number sequence of the entire article or book chapter.

**Page\_Published:** The actual page(s) the letter is published on.

**Publisher:** Place of publication followed by name of publisher e.g. "Oxford, UK: Oxford University Press"

**Website URL:** For online articles please give the full url of the Web page e.g. "[http://en.wikipedia.org/wiki/Charles\\_darwin](http://en.wikipedia.org/wiki/Charles_darwin)"

**Date\_Accessed:** The date you accessed the Website.

## SOURCE OF TRANSCRIPT

In the case of transcripts taken from websites (e.g. the Darwin Correspondence Project's website), the source should be stated under the heading "**SOURCE OF TRANSCRIPT**". This should always be placed at the end of the document after any other text. The text detailing the source of the transcript should be separated from the heading by a blank line.

An example of such text is: "This transcript originates from Charles H. Smith's *The Alfred Russel Wallace Page* website (<http://people.wku.edu/charles.smith/index1.htm>): See <http://people.wku.edu/charles.smith/wallace/S345A.htm>"

## USEFUL ONLINE RESOURCES

### PERSONAL NAMES

When trying to decipher the spellings of names of people mentioned in letters the following list on Charles Smith's Wallace Page website might be useful: <http://people.wku.edu/charles.smith/wallace/names.htm> You might also try Wikipedia, or the Oxford Dictionary of National Biography (<http://www.oxforddnb.com/>), if you have access to it.

### PLACE NAMES

The search systems on Smith's website (see bottom of this page: <http://people.wku.edu/charles.smith/home.htm>) and [Wallace Online](#) are very useful for checking the spellings of place names, since they search through the text of most of Wallace's publications, where the name you are interested in might have been mentioned. Also try the [Columbia Gazetteer of the World](#).

### SCIENTIFIC NAMES OF PLANTS AND ANIMALS

The search systems on Smith's website (see bottom of this page: <http://people.wku.edu/charles.smith/home.htm>) and [Wallace Online](#) are also very useful for checking the spellings of scientific names of plants and animals.

Other useful websites are: [IPNI](#) for spellings of the scientific names of plants; [ION](#) and [Index Animalium](#) to check spellings of animal scientific names.

**OTHER**

Use Word by Letter to help figure out what a word you are trying to interpret might be.

## SAMPLE TRANSCRIPT

Sample transcript showing paragraph marks, with the manuscript letter below.

[[1]]¶  
¶

Waldron Edge, Duppas Hill,¶  
Croydon.¶  
¶  
Oct. 11th. 1878¶  
¶

My dear Carruthers!¶

I am writing an article on "Epping Forest" & want some information on its Botany. Can you refer me to any accounts of it or list of its plants, especially trees & bog-plants. Or can you refer me to any local botanist or any one who has worked at the Essex Flora.¶

I shall be glad of a few lines of testimonial from you at your convenience. Make [[2]] it short & almost wholly referring to my having had practical experience of planting, & made a special study of the subject, as I hear that being "scientific" is my greatest danger with the Committee!¶

Believe me | Yours very faithfully | Alfred R. Wallace [signature] ¶

P.S. Asa Gray<sup>2</sup> has just sent me his delightful lecture on the Temperate Forests which I am going to use largely in my paper.¶

A.R.W. [signature]¶

### ENDNOTES¶

1. Carruthers, William (1830-1922). British botanist, geologist and agriculturalist.¶
2. Gray, Asa (1810-1888). American botanist.¶

Waldron Edge, Duppas Hill,  
Croydon.  
Oct. 11th. 1878

My dear Carruthers

I am writing an article on "Epping Forest" & want some information on its Botany. Can you refer me to any accounts of it or list of its plants, especially trees & bog-plants. Or can you refer me to any local botanist or any one who has worked at the Essex Flora.

I shall be glad of a few lines of testimonial from you at your convenience. Make

it short & almost wholly referring to my having had practical experience of planting, & made a special study of the subject, as I hear that being "scientific" is my greatest danger with the Committee!

Believe me  
Yours very faithfully  
Alfred R. Wallace -

P.S. Asa Gray has just sent me his delightful lecture on the Temperate Forests which I am going to use largely in my paper.

A.R.W.



This document was created by Dr George Beccaloni (the Director of the Wallace Correspondence Project) in July 2011 and last revised by him in May 2018. It is licensed under [Creative Commons Attribution-NonCommercial-ShareAlike 3.0 Unported](#)

Please cite it as:

Beccaloni, George William (Ed.) 2018. The Alfred Russel Wallace Correspondence Project's Transcription Protocol. Version 18.1. DOI: 10.13140/RG.2.2.21784.08961  
<<http://wallaceletters.info/content/wcp-transcription-protocol>>

Many thanks to all the WCP staff and volunteers who helped to develop this protocol.

Please send any comments/suggestions about the protocol to George at  
[g.beccaloni@wallaceletters.org](mailto:g.beccaloni@wallaceletters.org)

