



**WESTERN AUSTRALIAN EXPLORATION**

**Guidelines  
for  
Editorial Interventions**

# Version

This version is dated:

**10 March 2015**

and supersedes all previous versions.

Please overwrite previous versions on your hard drive with this version.

You will be emailed when this document is updated, however, as a precaution you should visit the WAEDP website to download the latest version before commencing any new work.

# Acknowledgements

Dr Marion Hercock and Associate Professor Alex George provided comments and advice that greatly assisted in the accuracy and usefulness of this Guideline.

Their input and assistance is appreciated.

Kim Epton



## WESTERN AUSTRALIAN EXPLORATION

# Contents

<b>Introduction</b> .....	<b>1</b>
<b>Silent Intervention</b> .....	<b>1</b>
<b>Overt Intervention</b> .....	<b>1</b>
<b>Approved Editorial Interventions</b> .....	<b>2</b>
Abbreviations .....	2
Dates in Text .....	3
Geographic Features .....	4
Irregular Capitals .....	4
Latitude/Longitude .....	4
Ligatures .....	4
Military / Naval.....	5
Numbers to indicate order/position (in text) .....	5
Ordinal Months .....	5
Punctuation .....	6
Spelling .....	6
Station Names .....	6
Superscripts .....	6
Titles / Honorifics / Appellations .....	6
Times.....	7

# Introduction

## Silent Intervention

The general tenet of editing historical documents is that they are left 'as is'.

However, it is the policy of the WAEDP to make certain changes to the text to ensure conformity to a more readable style. These changes are not declared to the reader and are known as 'silent interventions'.

## Overt Intervention

Overt editorial interventions may be required for a variety of reasons. Use brackets [ ] to indicate all overt editorial interventions; for example:

- a suspect word or phrase is followed by a question mark [fire?];
- a blank or a gap in the text is shown as a double ellipsis [... ...];
- an indecipherable word or phrase is shown by an ellipsis and a question mark [...?];
- in combination with the Latin adverb '*sic*' meaning 'thus' (in full: *sic erat scriptum* – thus was it written), set in italic, to indicate that the word or phrase has been transcribed exactly as found in the original source, complete with any erroneous or archaic spelling or other nonstandard presentation.

The following table is an encapsulation of all the WAEDP Guidelines relating to historical text and should assist in preparing a consistent product.

## Approved Editorial Interventions

ISSUE	EXAMPLE	RETAIN AS	CHANGE SILENTLY TO
<b>Abbreviations</b>			
	Altho	Altho	
	Al <sup>tho</sup>		Altho
	&	&	
	&c	&c	
	&c.		&c
	etc	etc	
	etc.		etc
	viz	viz	
	viz.		viz
	vizt	vizt	
	vizt.		vizt
	lb. / lbs.		lb / lbs
	oz.		oz
	cwt.		cwt
	£.s.d.		£ s d
<b>Brackets [xxxxx]</b>			Editorial input.
<b>Century</b>			
	19th Century		19th century
	19 <sup>th</sup> Century		19th century
	19 <sup>th</sup> century		19th century
<b>Daily Diary Entry Headings</b>			
	7th April 1863		<b>7 April 1863.</b> Day, month spelled in full, four digit year, all in bold followed by a full stop, not in bold. The day of the week to follow (full stop after, not bold) only if included in original text.
	April 7, 1863		As above

ISSUE	EXAMPLE	RETAIN AS	CHANGE SILENTLY TO
	April 7th, 1863		As above
	7 April 1863		As above
<b>Dates in Text</b>			
	1 <sup>st</sup> January 1865	1 <sup>st</sup> January 1865	
	2 <sup>nd</sup> February 1866	2 <sup>nd</sup> February 1866	
	3 <sup>rd</sup> March 1867	3 <sup>rd</sup> March 1867	
	4 <sup>th</sup> April 1868	4 <sup>th</sup> April 1868	
	January 1 <sup>st</sup> , 1865	January 1 <sup>st</sup> , 1865	
	February 2 <sup>nd</sup> , 1866	February 2 <sup>nd</sup> , 1866	
	March 3 <sup>rd</sup> , 1867	March 3 <sup>rd</sup> , 1867	
	April 4 <sup>th</sup> , 1867	April 4 <sup>th</sup> , 1867	
	April 7, 1867	April 7, 1867	
	April 7th, 1867	April 7th, 1867	
	7th April 1867	7th April 1867	
	7 April 1867	7 April 1867	
<b>Directions</b>			
	W.S.W.		WSW
	N.E.		NE
	West <sup>d</sup>	West <sup>d</sup>	
	West <sup>wd</sup>	West <sup>wd</sup>	
	Wester <sup>ly</sup>	Wester <sup>ly</sup>	
	S <sup>ly</sup>	S <sup>ly</sup>	
	S. by W.		S by W
	S. b W.		S b W
	S b W	S b W	
	South by West		south by west
	South b West		south b west
	south by west	south by west	
	south b west	south b west	
	South (North, East, West)		south (north, east, west)
	SWesterly	SWesterly [ <i>sic</i> ]. The use of [ <i>sic</i> ] is to indicate that it is not a 'typo'.	

ISSUE	EXAMPLE	RETAIN AS	CHANGE SILENTLY TO
<b>Geographic Features</b>			
	P <sup>t</sup> (for Point)		Pt
	Pt. (for Point)		Pt
	P <sup>t</sup> (for Port)		Port
	Pt. (for Port)		Port
	M <sup>t</sup>		Mt
	Mt.		Mt
	R (for River)	R	
	R (for Range)		R[ange]
	R <sup>a</sup>		R[ange]
<b>Irregular Capitals</b>			
	When unclear.		Change to lower case.
	When clear.		Change to modern usage (generally lower case).
<b>Latitude/Longitude</b>			
	Keyboard °		Use the symbol ° from the Insert Menu. Use the symbol that is more circular. Ensure that Times New Roman is used. No space between number and symbol.
	Keyboard ' (minutes)		Use the vertical, single quote symbol ' . Do not use the slanted, prime symbol ´ . No space between number and symbol.
	Keyboard " (seconds)		Use the vertical, double quote symbol " . Do not use the slanted, double prime symbol ¨ . No space between number and symbol.
<b>Ligatures</b>			
	æstuary	æstuary	



ISSUE	EXAMPLE	RETAIN AS	CHANGE SILENTLY TO
<b>Military / Naval</b>			
	21 <sup>st</sup> Regiment		21st Regiment
	63 <sup>rd</sup> Regiment		63rd Regiment
	39 <sup>th</sup> Regiment		39th Regiment
	<i>HMS</i>		HMS
	<i>HMAS</i>		HMAS
	<i>H.M.S.</i>		HMS
	<i>H.M.A.S.</i>		HMAS
	H.M.S.		HMS
	H.M.A.S.		HMAS
	HMS	HMS	
	HMAS	HMAS	
	S.S. or <i>S.S.</i> or <i>SS</i>		SS
<b>Numbers to indicate order/position (in text)</b>			
	The 4 <sup>th</sup> stream we crossed.		The 4th stream we crossed (see <b>Superscripts</b> ).
	The 4th stream we crossed.	The 4th stream we crossed.	
<b>Ordinal Months</b>			
	Inst (current month)	Inst	
	Inst.	Inst	
	In <sup>st</sup>	In <sup>st</sup>	
	Ult (previous month)	Ult	
	Ult.	Ult	
	Ul <sup>to</sup>	Ul <sup>to</sup>	
	Prox (next month)	Prox	
	Prox.	Prox	
	Prox <sup>mo</sup>	Prox <sup>mo</sup>	

<b>Punctuation</b>			
	Missing full stop at end of sentence.		Insert full stop.
	Sentence starts with lower case letter.		Substitute a capital letter.
	space before :		no space.
	space before ;		no space.
	;-		;- (en dash)
	:-		:- (en dash)
	Dash used to indicate the end of a sentence in a Fieldbook.	Retain the dash.	
	Dash used to indicate the end of a sentence – not in a Fieldbook.		Replace with a full stop.
	'Straight' inverted commas (also known as 'quotation marks') and apostrophes.		Replace with 'curly' inverted commas and apostrophes except for Lat/Long.
<b>Spelling</b>			
	Long 's' (ſ).		ss
	'van', 'von', 'de' as part of a name.	Retain as is in text.	Capitalise if start of a sentence or heading.
<b>Station Names</b>			
	"Pyramid Station"		Pyramid Station
	<i>Pyramid Station</i>		Pyramid Station
<b>Superscripts</b>			
Superscripts are retained only for directions, bearings and dates in the transcripts. Remove the superscripts from all other abbreviations as a silent intervention.			
<b>Titles / Honorifics / Appellations</b>			
	Mr.		Mr
	M <sup>r</sup>		Mr
	Dr.		Dr
	D <sup>r</sup>		Dr
	Capt.	Capt.	
	Captn		Capt.

	C <sup>apt</sup>		Capt.
	CAPT	CAPT	
	CAPT.		CAPT
	Col		Col.
	Col.	Col.	
	C <sup>ol</sup>		Col.
	Lt		Lt.
	Lt.	Lt.	
	L <sup>t</sup>		Lt.
	Lieut		Lieut.
	Lieut.	Lieut.	
	LT	LT	
	LT.		LT
	Maj		Maj.
	Maj.	Maj.	
	MAJ	MAJ	MAJ
	MAJ.		
	Messrs.		Messrs
	M <sup>essrs</sup>		Messrs
	R.M.		RM
	R.N.		RN
	J.P.		JP
<b>Times</b>			
	8 am		8.00 a.m.
	8 a.m.		8.00 a.m.
	8 o'clock	8 o'clock	
	8 oclock	8 oclock	
	8 Oclock	8 Oclock	
	8 O'clock	8 O'clock	
	0800	0800	
	8h	8h	
	8 <sup>h</sup>		8h
	8 <sup>h</sup> 10 <sup>m</sup>		8h 10m