



**WESTERN AUSTRALIAN EXPLORATION**

**Guidelines  
for  
Proofreading a Scanned Transcript**

# Version

This version is dated:

**1 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, Associate Professor Alex George and Series Editor Peter J. Bridge 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>Editorial Policy, Conventions and Standards .....</b>	<b>1</b>
<b>Provenance .....</b>	<b>1</b>
<b>Terms .....</b>	<b>1</b>
<b>STAGE ONE – Assessment .....</b>	<b>2</b>
Assessment .....	2
Preparation .....	2
<b>STAGE TWO – Spelling .....</b>	<b>3</b>
Spell Check .....	3
<b>STAGE THREE – Scanning Issues .....</b>	<b>4</b>
Paragraphs .....	4
Roman Numerals .....	4
Remove Redundant Spaces .....	4
Hyphens and Dashes .....	4
<b>STAGE FOUR – Inserting Symbols .....</b>	<b>5</b>
Apostrophes and Inverted Commas .....	5
Latitude/Longitude .....	5
Feet and Inches .....	5
Fractions .....	5
Currency .....	5
<b>STAGE FIVE – Completion .....</b>	<b>6</b>
Forward for Proofreading .....	6

## Introduction

The *Western Australian Exploration* series is an authoritative and comprehensive collection of expedition journals and reports that were made directly to, or collected by, the Western Australian Surveyor General's office. In addition, private letters, journals and other reports are included in the publications that make up the series.

These Guidelines provide the members of the WAEDP with an explanation and a rationale for the methods used to prepare the material for publication.

## Editorial Policy, Conventions and Standards

The volumes of *Western Australian Exploration* are intended to serve as primary sources for a range of academics and general readers and therefore the **spelling, punctuation and paragraphing of the original manuscripts are retained** in order to preserve the character of these documents.

An editorial policy has been developed for the Western Australian Explorers' Diaries Project to allow a collection of *various* handwritten manuscripts to be effectively rendered into a *consistent* document suitable for the modern reader.

The WAEDP policy and conventions adhere to international standards for the editing of historical records for publication.

Queries about the editorial policy should be addressed to the Series Editors. Amendments to the editorial policy are made by the Editorial Committee as a whole.

## Provenance

The publications are intended to provide reliable copies of historical records that may not be readily accessible. Rather than reprinting from secondary sources, the first or oldest copy of a document is deemed to have the best provenance.

## Terms

The **manuscript** is the original document, generally handwritten. It may be a Journal, Fieldbook, Report, Diary or other document and, if in an Archives, not generally available to researchers. A manuscript may also be in private hands.

The readily accessible **copy of the manuscript** may be a:

- microfilm;
- microfiche;
- photocopy.

An **A3 size photocopy** (which for WAEDP's purposes may be referred to as 'the manuscript') is derived from one of the three **copies of a manuscript**.

The **transcript** (also **typescript**) is produced from this **A3 size photocopy** either by:

- scanning it and the converting it to text by the process of Optical Character Recognition (OCR); or
- typing/keyboarding.

The **transcript/typescript** may be in digital form or a printout..

## STAGE ONE - Assessment

### Assessment

A copy of a manuscript is assessed by the Principal Editor/Series Editors to ascertain if it is suitable to be scanned.

If it is considered that it will not scan well it is despatched for typing. Suitable documents are scanned using an OCR (optical character recognition) program that converts the scan (it is an image) into text that can be manipulated by a word processor.

### Preparation

You will be given a Word document version of the transcript/typescript via email or portable media after it has been converted from the initial scan (\*.png, \*.tiff, \*.jpeg, \*.jpg) of the copy of the manuscript.

In a folder titled Proofreading (or similar) that you have created on your hard drive save this document twice in the following format:

1. Expedition Date, Last Name of Diarist – ORIGINAL
2. Expedition Date, Last Name of Diarist – WORK COPY

For example,

1. 1851-08-24, Helpman - ORIGINAL.doc
2. 1851-08-24, Helpman - WORK COPY.doc

In the event of any issues while using the 'WORK COPY' this will allow you to revert to the original document without requiring the Principal Editor to re-send the document.

This process of preparing the document for proofreading is done 'on the screen' before it is printed out.

Open the document titled XXXXX-WORK COPY.doc.

## STAGE TWO - Spelling

### Spell Check

Perform a Spell Check.

Word processor Spell Checks are notoriously unreliable and can actually create errors where none existed if the promptings are followed uncritically or without thought. However, it is often easier to perform an 'on-screen' spell check than a manual one.

Be aware to leave spelling, including mistakes, as in the original. The use of *[sic]* for each variant spelling should be applied only for obvious errors of fact and where the misspelling of a word changes its meaning. The Project's stated policy of retaining words as originally written makes the reason for non-correction of obvious errors self evident.

## STAGE THREE – Scanning Issues

Check that italicised words and capitalised words in the scanned document are in accordance with the original document.

Scanning distorts and omits words if the original is not clear and clean, especially where there is broken type, density change or dark edges to the original document.

The scan program can invent an entirely new word that may seem appropriate, so careful reference to the original is essential. For example, 'this' often reads as 'tills' and 'b' for 'h' is a common problem.

### Paragraphs

Check the beginning of paragraphs. Sometimes they are not indented and continue from the previous paragraph. Manual intervention is then required.

### Roman Numerals

Roman numerals such as 'I' (upper case 'i') can become '1' (the number 'one') or 'l' (the lower case letter 'l'), or a combination, thus '1ll'.

To resolve this issue do a search for '1' (the number 'one'), another search for 'l' (lower case l) and a further search 'I' (upper case 'I'). Amend as required.

Go to Edit / Find to perform the search.

### Remove Redundant Spaces

Often the OCR program will include two spaces after a full stop or between words. To remedy this, perform a 'Search and Replace' three times.

1. Click on Edit / Find. The Find and Replace Dialog Box will appear.
2. In the Find what: field insert two spaces. Then click on Replace.
3. The Replace with: field will appear. Type in one space. Click on the Replace All button.
4. Word will perform the Search and Replace function and the display a Notice to that effect. Click on Yes.
5. Another Notice will appear. Click on OK.
6. Repeat this procedure twice more.

### Hyphens and Dashes

Hyphens and dashes with a space on either side are always a problem. The long em dash '—' is rarely used. The shorter en dash '–' is used in its place. The hyphen '-' is used for joining words and is not a spacer. See also *Guidelines for Proofreading*.



## STAGE FOUR - Inserting Symbols

### Apostrophes and Inverted Commas

Replace all 'straight' inverted commas (also known as 'quotation marks') and apostrophes with 'curly' inverted commas and apostrophes except in positions (latitude/longitude) expressed in degrees and minutes (and maybe seconds), and feet and inches (see below).

This is a straight, single inverted comma '.

This is a double, straight inverted comma ".

This is an apostrophe '. It is the same as a curly, single, closing inverted comma.

This is a curly, single inverted comma (opening) ‘ and (closing) ’.

This is a double, inverted comma (opening) “ and (closing) ”.

### Latitude/Longitude

Degrees are to be shown as °. Minutes are shown as '. Seconds are shown as ".

Do not use the 'superscript' function in combination with the letter 'o' to produce the degree symbol. The required symbols °, ' and " must be produced from the Insert Menu.

Go to Insert / Symbol. A Dialog Box will open. Select Symbols and then click on the down arrow ▼ in the Font field to have a list of fonts appear. Scroll down and select Times New Roman by clicking on it. A table of symbols will appear. The required inverted commas symbol is third from the left and the required apostrophe is eighth from the left. The required degree symbol is at the end of the seventh line.

### Feet and Inches

Feet are to be shown by the symbol '. Inches are to be shown as ".

The required symbols must be produced from the Insert Menu (see above).

### Fractions

To produce  $\frac{1}{4}$ ,  $\frac{1}{2}$ , and  $\frac{3}{4}$  type the first number followed by the forward slash (solidus) and then the second number. Word will automatically render the required fraction. For example to produce ' $\frac{1}{4}$ ' type '1', then '/' then '4'.

For the fractions  $\frac{1}{3}$ ,  $\frac{2}{3}$ ,  $\frac{1}{8}$ ,  $\frac{3}{8}$ ,  $\frac{5}{8}$ , and  $\frac{7}{8}$  use the Insert Menu.

### Currency

Correct/insert £ if necessary.

## **STAGE FIVE – Completion**

### **Forward for Proofreading**

Once on-screen preparation of the document is complete save the document in your Proofreading folder on your hard drive as, for example:

1851-08-24, Helpman.doc

Give the electronic document to the Principal Editor via email or portable media.

The Principal Editor will print out the document and arrange for proofreading.

Return 'the manuscript' – the A3 size photocopy.