



WESTERN AUSTRALIAN EXPLORATION

**Guidelines
for
Proofreading**

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

Introduction	1
Editorial Policy, Conventions and Standards	1
Provenance	Error! Bookmark not defined.
Terms	1
The Transcript	1
Editorial Interventions	2
Marking up the Transcript	3
Errors	3
Footnotes	3
Irregular Capital Letters	3
Spelling	3
Corrections on the Original Manuscript	4
Punctuation	4
Hyphens and Dashes	4
Underlining and Italics	5
Contractions and Abbreviations	5
Superscripts	5
Contractions and abbreviations used for directions and bearings	6
Contractions and abbreviations used for titles	6
Shortened forms used for postnominals.....	6
Initials In Names.....	6
Dates	6
Time	6
Select Bibliography	7

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.

This Guideline should be read in conjunction with the other WAEDP Guidelines, particularly *Guidelines for Editorial Interventions*.

Editorial Policy, Conventions and Standards

The volumes in the *Western Australian Exploration* series 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.

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

The Transcript

You will be given a transcript has been corrected 'on screen' by the person who did an initial proofreading after the document was prepared. You will also receive the A3 printout from which the transcript was produced.

OR

you will be given a transcript that has been typed by a typist. You will also receive the A3 printout from which the transcript was produced.

The Proofreaders' task is to make sure that the transcript, prepared by the typist or OCR, is true to the text in the A3 printout (which, for WAEDP's purposes is considered to be 'the manuscript'). Each transcript is subjected to at least three readings by different Proofreaders, against the original A3 printout (not the previous proof). Hard-to-decipher sections of text or ambiguous passages are reviewed by members of the Editorial Committee – either at the regular meetings, or by email. No one is expected to interpret difficult material by themselves.

Editorial Interventions

Editorial interventions are used to indicate uncertain readings, blanks in the text, or indecipherable words. They may be 'silent' or overt. See *Guidelines for Editorial Interventions*.

Because the volumes in the *Western Australian Exploration* series are intended to serve as the standard *primary* text, rather than as a secondary source, there is less editorial intervention and greater inclusion of material such as bearings, navigational notes and original sketches.

However, a variety of 19th century handwritten manuscripts and printed articles (including their diverse spelling and obsolete words) have to be made into a consistent script for the modern reader.

For example, in some instances where the writer's intention is unclear regarding the use of an irregular capital letter, we silently conform to modern usage. 'Silently' means without any overt indication of the editorial intervention at the point of textual change.

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

Marking up the Transcript

Use a fine **red ink** pen as provided by the Project to correct the proof.

Mark the text and put a note in the margin about the change to the text. For example, where you insert punctuation, circle the insertion point in the text and mark ^ in the margin with the required symbol.

Other insertions – print clearly, between the lines, or in the margin, over the ^ symbol.

Deletions – strike out and mark the margin ‘del’.

If you delete or correct something by mistake – circle it and print ‘STET’ as close as possible.

Errors

Note all errors, even the seemingly obvious ones. Do not assume that somebody else will record them.

Footnotes

Indicate if you think a footnote is needed.

Include any specialist knowledge that might assist in clarifying the text or in the explanatory footnotes.

Irregular Capital Letters

In practical terms, the most common problem of capitals in proofreading manuscripts is the decision as to when a letter is actually a capital. Several letters – ‘s’ and ‘c’, for example – often defy certain categorisation into either capital or lower case. Where the case of the letter is clear, keep the original. Where a writer’s intention is unclear, we silently conform to modern usage; and use modern capitalisation where a handwritten letter appears to be either lower case or capital.

Spelling

The instances of a long ‘s’ (ſ) should appear in the transcript in modern form – ‘s’.

Other than the expansion of some abbreviations and contractions (see *Guidelines for Shortened Forms*) no attempt should be made to standardise spelling. An example of the vagaries of spelling from 19th century diarists - the word ‘labour’ may be immediately followed by ‘laborer’. Where a word is misspelled - retain the original. However, where a personal or place name has clearly been misspelled, the editors will consider the use of a clarifying note.

Figures are not to be converted into words, but retained. Any use of roman numerals is retained. Where a word is used, such as ‘one hundred’, instead of a figure, the word is retained.

Ligatures, such as ‘Æ’ in ‘æstuary’, or ‘Œ’ in ‘œconomy’, are retained.

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 WAEDP policy of retaining words as originally written makes the reason for non-correction of obvious errors self-evident.

Corrections on the Original Manuscript

Minor errors and corrections made by copy clerks do not contribute to an understanding of the composition of the documents, and these errors are best silently incorporated into the text.

See the following examples from J.S. Roe's manuscript of the December 1831 expedition 'To the Northward and Westward of King George Sound'.

Major corrections by the writer, or a whole word deleted in the original manuscript, are shown as single line strike-throughs. For example:

'On this SE course had a hill on right & a deep hollow on left. ~~On emerging from plain at 8.10 Nackinna saw a black woman run into the woods.~~ At $\frac{3}{4}$ mile further S b W steered SW $\frac{1}{2}$ W for Mt Lindsay and ...'

The original writer's insertions are shown as superscriptions. For example:

'At 9.50 halted for 10' and the dogs started after 8 or 10 fine kangaroo – but were beat – ^{up to this time made 8 miles from bivouac on SW course.} Steered to the WSW – and gradually improved the country, much white gum, the harbinger of good soil, appearing to the NW^d through the nearer trees.'

Given the variation of spelling between and within many manuscripts, the use of [sic] for each variant spelling soon palls, and therefore should be applied sparingly. Some errors may be best dealt with by a corrective footnote.

Punctuation

Retain as written, except as noted below, even where the usage has been discarded.

All other punctuation is retained as written, even where the usage has been discarded, such as: ,-, or ;- or :-

Sometimes editorial interpolations are required in order to clarify text. For example, where a new sentence (following a full stop) commences with a lower case letter, substitute a capital letter in brackets.

Hyphens and Dashes

Generally, retain as written.

One form of punctuation that should be treated with great care is the use by some writers of a short dash as a full stop. This usage was fairly common in the first six decades of the 19th century, so to avoid confusion with regular dashes (also common at the time) these 'terminating dashes' are silently rendered as standard full stops. Again, careful reading of the text should make the writer's meaning clear. There are ambiguous instances of the use of regular and terminating dashes and such cases should be discussed with the Series Editors.

Underlining and Italics

Retain underlining where it has been used for emphasis. Although we may be unsure who underlined a word or section of text or when an underlining was made, it should be retained as an underlining, and not converted to italics. If italics have been used in an original printed report, retain the italics in the transcript.

Although italics are used in editorial texts, introductions or appendixes for scientific names, titles of publications, ships' names, non-English words and emphasised words, this style is not imposed upon the historical transcripts.

The Principal Editor may need to reserve the use of italics for marginal notes, endorsements or other annotations by later writers.

The names of ships are shown in italics, for example HMS *Beagle*. Do not italicise 'HMS' or any other designator of ship type.

Contractions and Abbreviations

Do not extend standard contractions. However, where the meaning of an abbreviated word may not be apparent to the majority of readers, extend the word with the supplied letters in brackets. Thus 'Apt medicine' would be rendered as 'Ap[erien]t medicine'. But most abbreviations are not extended. The most common example is the use of the ampersand (&) – which is not converted to 'and'.

Likewise, do not convert '&c' (*et cetera*) to 'etc', nor extend 'viz' or 'vizt' (*vide licet*).

Common contractions for standard weight and money symbols, geographic features, personal titles, military formations and dates are standardised without full stops. Thus:

£ s d lb oz Mt Pt Mr Mrs Messrs HMS Regt 1st 2nd Inst UI^{to}

Retain any specialist or scientific abbreviations and symbols, such as apothecary's measures and symbols (scruple, drachm or dram, fluid dram and fluid ounce).

Superscripts

Retain superscripts in a transcript only for directions, bearings and dates.

Therefore silently change:

21st Regiment to 21st Regiment

63rd Regiment to 63rd Regiment

39th Regiment to 39th Regiment

19th century to 19th century

20th century 20th century

P^t or M^t to normal text, therefore Pt and Mt

Abbreviations such as Al^{tho}, Ca^{pt}, L^t, M^r, and M^{essrs} to Altho, Capt., Lt., Mr, and Messrs (as in modern Australian usage).

Retain:

1st January 1838

Inst, Ul^{to}, Prox^{mo}

East^{wd}, wester^{ly}

Contractions and abbreviations used for directions and bearings

Retain as written in the original, but remove any full stops. Where the text has 'West^{dr}' and 'S^{ly}' for 'Westward' and 'Southerly', retain those contractions as written in the original, including the superscription. 'W.S.W.' is not extended, but the full stops are removed, and it is rendered as 'WSW'.

Course directions were often written as 'S b W' or 'S by W' meaning 'South by West'. In line with the policy of extending abbreviations only when they are unlikely to be understood by the readers, leave such directions as written.

Contractions and abbreviations used for titles

Silently remove the full stop in the original form of abbreviated titles, thus Mr. and Messrs. would be rendered as Mr and Messrs (as in modern Australian usage).

Shortened forms used for postnominals

A postnominal is an award, title or qualification and is written without stops and without spaces. Use a comma to separate a name from a postnominal and insert a further comma after the postnominal if in a sentence. For example, 'R.J. Sholl, RM, was stationed at Roebourne'. Use a comma between postnominals.

Initials In Names

Include a full stop after each of the initials and insert a space between the initials and the last name. For example:

J.S. Roe F.T. Gregory E.T. Hooley Augustus C. Gregory

Dates

Use standard modern day-month-year style for diary entry headings, for example: 21 January 1840.

Transcribe other dates within the text as written in the text.

Retain the style of manuscript dates: 1st 2nd 3rd 4th.

If the ordinal months (Instant, Ultimo and Proximo) are written as Inst, Ul^{to} and Prox^{mo}, then retain that style.

Time

Silent intervention is required to conform dates to the 0.00 a.m. (or p.m.) format.

Render 'o'clk', 'o'clock' or o'clock as written in the original text. If times are in the 24 hour format leave as written.

Select Bibliography

The Australian Oxford Dictionary, Oxford University Press, South Melbourne, Victoria, 1999.

Epton, K., *Get it Write*, Hesperian Press, Carlisle, Western Australia, 2003.

Flann, E. and Hill, B., *The Australian Editing Handbook*, Second Edition, John Wiley & Sons Australia Ltd, Milton, Qld.

Fowler, H.W., *A Dictionary of Modern English Usage*, Second Edition, rev. by Sir Ernest Gowers, Oxford University Press, Oxford, 1966.

Gowers, Ernest, *The Complete Plain Words*, Third Edition, rev. by Sidney Greenbaum and Janet Whitcut, Penguin Books, Harmondsworth, Middlesex, 1987.

Harvey, P.D.A., *Editing Historical Records*, The British Library, London, 2001.

Hunnisett, R.F., *Editing Records for Publication*, British Records Association, London, 1977.

Hudson, N., *Modern Australian Usage*, Revised Edition, Oxford University Press, South Melbourne, Victoria, 1997.

Murray-Smith, Stephen, *Right Words: A Guide to English Usage in Australia*, Viking, Ringwood, Victoria, 1987.

Orwell, G., 'Politics and the English Language', from *Collected Essays*, Secker and Warburg, London, 1961.

Purchase, S. (ed.), *Australian Writers' Dictionary*, Oxford University Press, South Melbourne, Victoria, 1997.

Ramson, W.S. (ed.), *The Australian National Dictionary*, Oxford University Press, Melbourne, Victoria, 1988.

Strunk, W., Jr and White, E.B., *The Elements of Style*, Fourth Edition, Longman Publishers, New York, New York, 2000.

Style Manual for Authors, Editors and Printers, Fifth Edition (1998 Reprint), AusInfo, Canberra, ACT, 1994.