



WESTERN AUSTRALIAN EXPLORATION

**Guidelines
for
Transcript Preparation - Typing**

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.

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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



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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 volumes in the *Western Australian Exploration* series 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.

Transcript Preparation

Assessment

A copy of a manuscript is assessed by the 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.

It is assumed that the typist is using Microsoft Word.

Layout

Margins

Left 30mm

Right 30mm

Top 25mm

Bottom 25mm

To adjust current margin settings to match those required above, go to:

File / Page Setup / Margins and select the required settings.

If the required units of measurements being prompted are not millimetres go to:

Tools / Options / General and in the field for "Measurement units" choose millimetres.

The margin settings for this document are as listed above.

Spacing

Set line spacing at 1.5 lines.

Use a single space after a full stop between sentences.

Go to Format / Paragraph / Spacing

to adjust spacing settings.

Font

Use Times New Roman 14 point throughout.

Header

To insert a Header, go to:

View / Header and Footer. In the Text Box that appears insert the following:

- date of the expedition;
- explorer's name;
- proof number;
- page number;
- total number of pages.

Footer

To insert a Footer, go to:

View / Header and Footer. A Text Box will appear. Select the icon fourth from the right “Switch Between Header and Footer” and insert a description of the IMAGE(S) to be placed on the page. See also **Images** on the next page.

Synopsis of the Expedition

Typists are not expected to complete any details about an expedition or the people who took part, if that information has yet to be researched or verified. However, where such information can be gathered from the manuscript, this information should be included in the Synopsis.

Title

If the diary/journal/fieldbook/report has a title, reproduce it in **bold** text.

If there is no title, prepare an explanatory title that gives:

- the what (an expedition, or a survey, or a journey);
- the where (the present day name for the place or region explored);
- the when (month and year); and
- the who (the report writer, not necessarily the leader of the expedition – this applies only to a chronological volume).

The Principal Editor or designated Synopses Writer may later change the title of the Expedition.

Diarist

This is the writer of the report.

Use the first name and last name of the Diarist.

Do not use *italics*.

Use titles (for example, Mr, Dr, Sir, Captain, Capt.) as recorded by the diarist. Do not insert any other titles, even if known, as the title or rank they held at the time of the expedition may be different from that by which they are more widely known.

Persons known to have accompanied the expedition

Use the first name and last name of the expeditioners.

Do not use *italics*.

Use titles (for example, Mr, Dr, Sir, Captain, Capt.) as recorded by the diarist. Do not insert other titles or ranks that were not held at the time.

References

List the known original sources of the report, letter, or journal entry.

Body of the Text

Date Headings

If known, the date of each daily entry should be given in this format:

9 November 1837. (date, month spelled in full, four digit year, all in bold followed by a full stop, not in bold – this is a silent editorial intervention).

New Paragraphs

The start of the first paragraph is to be left aligned. The start of each subsequent paragraph is indented. Do not use the tab key.

Spelling

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.

Italicise, capitalise and underline words in accordance with the original document.

Images

The placement of images, drawings, sketches and symbols in the text should be indicated thus [**IMAGE**] in square brackets and in bold in the text where the image appears.

Captions should list persons 'from left', not the redundant 'from left to right' or similar.

Redundant Spaces

Remove/do not include two spaces after a full stop or between words.

Inserting Symbols (Microsoft Word on a PC)

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.

Template

A Template showing how a page should appear follows. Note that this Sample Page is set at 1.5 line spacing. This Template may be downloaded from the Western Australian Explorers Diaries Project website at:

<http://www.explorationswa.com.au/admin/template.dot>

Select Bibliography

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