

PICKERING & CHATTO PUBLISHERS LTD

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ADDITIONAL NOTES FOR MANUSCRIPT TRANSCRIPTIONS

These notes are in addition to our style guide for reset editions and are designed to give further information on the layout and style of transcribed material. Please consult the Style Guide for Reset Editions for more detailed instructions on our house style.

GENERAL

- Try to display the text as a clear version of the manuscript. Our style is to include additions and deletions on the page.
- For a sample manuscript transcription, see http://www.pickeringchatto.com/pages/hyperlink_9.
- Manuscripts will vary in complexity, so decide upon the exact method of transcription appropriate for your manuscript material and discuss this with your editor in advance. This philosophy should be clearly explained in your introductory material in a section entitled 'Editorial Principles'.

EDITORIAL PRINCIPLES

For a sample, see http://www.pickeringchatto.com/pages/hyperlink_10. Your 'Editorial Principles' should include the following information:

- A description of the physical appearance of the manuscripts you have worked from, including any damage to the manuscripts and how this affects legibility.
- A description of the author's style of writing and editing their own work. For example, explain that the author consistently places additions in the left-hand margin with an arrow to show their where they should be placed in the text, or that they have made many additions both above and below the original lines of text.
- A full explanation of your transcription practices. These will to some extent depend on how complicated the manuscripts are and how much you choose to display of the author's original style. Have you expanded any abbreviations? Have you added all insertions to the main line of text or have you displayed them as superscript and subscript additions? How have you dealt with illegible material? See below for further discussion of these points.

ILLEGIBLE MATERIAL

- If you are not certain of a reading, you should indicate that it is conjectural by placing it in square brackets [like this].
- Entirely illegible material can be shown in one of two ways: either use [illeg.], or xxx, where each x indicates a letter to show how long the original word was. **You must use the same system throughout.** The latter system is only appropriate if there is very little illegible material. It would be very cumbersome to display several lines of

illegible material in this way. If you use square brackets, you can indicate this much more easily, for example by [3 lines illeg.].

DAMAGE TO THE MANUSCRIPT

- Damage that renders the manuscript illegible is usually indicated in curly brackets {like this}. You should summarize in your 'Editorial Principles' what sort of damage the manuscripts have suffered, such as tears or water stains, and try to keep your annotations in curly brackets to a small number of notations, such as {tear} and {stain}.

ADDITIONS

- Display material that has been added subsequent to the main text within angled brackets <like this>.
- Marginal additions should be placed into the main text at the appropriate point.
- If material has been added both above and below the line and you think it is important to show this, you can use both superscripting and subscripting ^{<like this>} or _{<like this>}. Both of these options can be accessed through the font formatting box in Word.
- If a word or section has been inserted in the margin or overleaf and you think it is important to explain this, add an editorial note. We will not attempt to follow the exact layout of the original material.

DELETIONS

- Deletions should be kept within the text, but crossed through ~~like this~~. If a word is heavily deleted, you can use a double strikethrough ~~~~like this~~~~. These options can be accessed through the font formatting box in Word.
- If a deleted word cannot be read, there are two options. You should either use [illeg.] or, if you would like to indicate the length of the crossed-out word, ~~xxxx~~, where the number of original letters is approximated. As with 'Illegible Material' above, **you must use the same system throughout.**

ABBREVIATIONS

- Depending on the number and complexity of original abbreviations in the manuscript, you may choose to expand them. For example 's^d' can be rendered 'should'.
- Whether or not you do this will depend on whether you wish the transcription to look more like the original or to follow its spirit but be easier to read.
- If you choose to expand abbreviations, this should be done consistently throughout.
- If you choose not to expand abbreviations, you may need to annotate some of them for clarity. There is no need to annotate very obvious examples. Alternatively you could provide a glossary of all abbreviations used.
- If you expand abbreviations you should explain it in your 'Editorial Principles'.

ARCHAISMS

- As with abbreviations, you may choose to modernize some archaisms, such as 'y^b' for 'it'.
- You should decide early on in the transcription process if this would be useful for the texts you are working on, and if so apply the system consistently.
- If you modernize archaisms you should explain it in your 'Editorial Principles'.

ORIGINAL PAGE BREAKS

- Mark original page breaks with a forward slash.

ANNOTATIONS

- Editorial notes will appear at the end of the volume. Please set these notes as Word endnotes, or add superscript numbers to the electronic file and provide a separate file containing the notes. Please see the Style Guide for Reset Editions for details.
- Specific textual notes should be included with the editorial notes.
- Textual variants, if relevant, should be set in the same way as for our standard reset editions. Please see the Style Guide for Reset Editions for details.