

# Transcription Guidelines for Remembering Lincoln

Adapted from the Smithsonian Transcription Center's Instructions  
(<https://transcription.si.edu/instructions>)

## TYPE WHAT YOU SEE

- Our main goal is to create text that mirrors the document. Write down words and paragraphs as you see them. Keep words in their original spelling, even if it is technically “wrong.”
- Include any notes the author may have written on the top, bottom or sidebar by using ^ and double brackets [[ ]]. For example: I found the letter ^[[stole!]] under a chair.
- If a word is hyphenated because it goes across two lines, type it out as one word.

## FORMATTING

- Include any standard punctuation.
- Use double line spacing after each paragraph.
- Use the standard bold, italic, underline, and strikethrough formats if included in the original document.

## IF YOU FIND A WORD YOU CAN'T QUITE READ

- Please make a note using double brackets [[ ]] like this: [[good guess?]] or simply [[?]]. Then continue transcribing the item.

## IMAGES

- When you see a sketch or picture on the page, please use the word “image” placed in double brackets: [[image]]. You may also describe the image within the double brackets, if you would like. Ex: [[image – bird with long beak and blue chest]]

## TWO PAGES ON ONE IMAGE

- When you reach the bottom of the first page, write [[end page]]. Then write [[start page]] and continue transcribing the second page.

## IF YOU AREN'T SURE, USE YOUR BEST JUDGMENT

- One of the reasons this project is so exciting is that we're not entirely sure what you'll find in our collections. As you explore through our many historic documents and scientific labels, just do your best to make the transcription useful. You can contact us at [rememberinglincoln@fords.org](mailto:rememberinglincoln@fords.org).

