



How to transcribe a letter

This cheat sheet will help you when transcribing the letters of 1916. Please see the appendix (marked *) for an example of these tags used on a letter example. Every opening tag <> needs a closing tag </>; the buttons on the Letters site will take care of the tags for you.

NOTE: If a paragraph starts on one page of a letter but carries through to another, you do not need to close the paragraph tag on the first page. *Do* close it on the subsequent page where the paragraph ends.

Title	Icon	Additional Info	Example
Line Break	↵	A linebreak or </lb> marks the start of a line. It should be placed at the beginning of a new line, not after. NOTE - You do not need to place a line break if the line ends with another tag. The line break doesn't need an opening and closing tag — it stands on its own	<lb/> Some French S J S from Milltown Park
Address	A	Wrap the entire address for the writer and the receiver in these tags. <address></address>	<address> Clongowes Wood College <lb/> Sallins </address>
Paragraph	P	Every paragraph should begin and end with these tags. <p></p>	<p> Irish Jesuits are anti French & Sein Feiners </p>
Addition	[+]	Use this tag to wrap any additions that the author has made to the letter. Usually found written above the line. <add></add>	<lb/> have reported <add> to him </add> that the Irish
Strikethrough	str	Please mark any strikethroughs or deletions by the author in these tags. 	I hate love

Questionable	?	Place these tags around any text that you are unsure of. <unclear></unclear>	<unclear>questionable reading</unclear>
Illegible	[...]	Place this tag in place of text that you cannot make out. <gap/> Note - The gap element doesn't need an opening and closing tag — it stands on its own	<lb/>Little disputes <gap/> that turn up
Marginal note	(...)	Notes and Postscripts written on the margin of the letter should be wrapped in these tags. <note></note>	<note>marginal note text</note>
Underline	<u>U</u>	Any text underlined in the letter should be wrapped in these tags. <hi rend="underline"></hi>	<hi rend="underline">underlined text</hi>
Superscript	X ²	Superscript, or small text as indicated in the icon, should be wrapped with these tags. <hi rend="superscript"></hi>	<hi rend="superscript">superscript text</hi>
Unusual Spelling	<SIC>	Unusual spelling of words, by today's standards, are wrapped with these tags. <sic></sic>	<sic>unusually-spelled text</sic>
Foreign	fr	Any language other than English is wrapped with these tags. <foreign></foreign>	<foreign>je ne sais pas</foreign>
Ampersand	&	Ampersands are different to the word "and". They must be represented by pressing the & button on the toolbar, not typed on the keyboard. Note - Ampersands will appear as &#x26;	<lb/> Mr De Longchamps believes <lb/>all these & at a recent visit here
Longdash	-	Long dashes must be added by button, not typed. Note - Longdashes will display as &#x2014;	<lb/>Jesuits were Sinn Feiners — pro German — anti
Comment	<!--	Comments can be made by transcribers for the editor to view by wrapping their comment within these tags. <!-- comment -->	<lb/>Clongowes wood' <!-- correct spelling -->
Salute	S	Salutations both at the beginning and ending of a letter are wrapped in this tag.	<salute>Dear John</salute> <salute> Yours Sincerely</salute>

		<salute></salute>	<lb/>Richard
Date	D	The date of the letter should be wrapped in these tags. If a letter contains multiple dates, please wrap the date that the letter was written on. <date></date>	<date>16 Feb 1916</date>

Example

*Letter from Fr Nicholas J Tomkin SJ to Fr Thomas V Nolan SJ, 7 June 1916

Telegrams

<lb/>'College

<lb/>Clongoweswood' <!-- correct spelling -->

<address>Clongowes Wood College

<lb/>Sallins</address>

<date>7 - 6 - 16</date>

<salute>Very Rev & dear Fr Provincial</salute>

<lb/>P C

<p>I have heard the following on

<lb/>excellent authority & I think it well

<lb/>your Reverence should know it.</p>

<p>Some French S J S from Milltown Park

<lb/>visit frequently Mr De Longchamps French

<lb/>Consul & have reported <add>to him</add> that the Irish

<lb/>Jesuits were Sinn Feiners — pro German — anti

<lb/>French. — Little disputes <gap/> that turn up

<lb/>in recreation in Milltown Park are

<lb/>reported to him. Mr De Longchamps believes

<lb/>all these & at a recent visit here

<lb/>showed him to have the idea that we

<lb/>Irish Jesuits are anti French & Sein Feiners