

MHS Digital Volunteers -- Transcription tips for Sarah Gool Putnam diaries

<https://www.masshist.org/mymhs/index.php/projecthub/project/4>

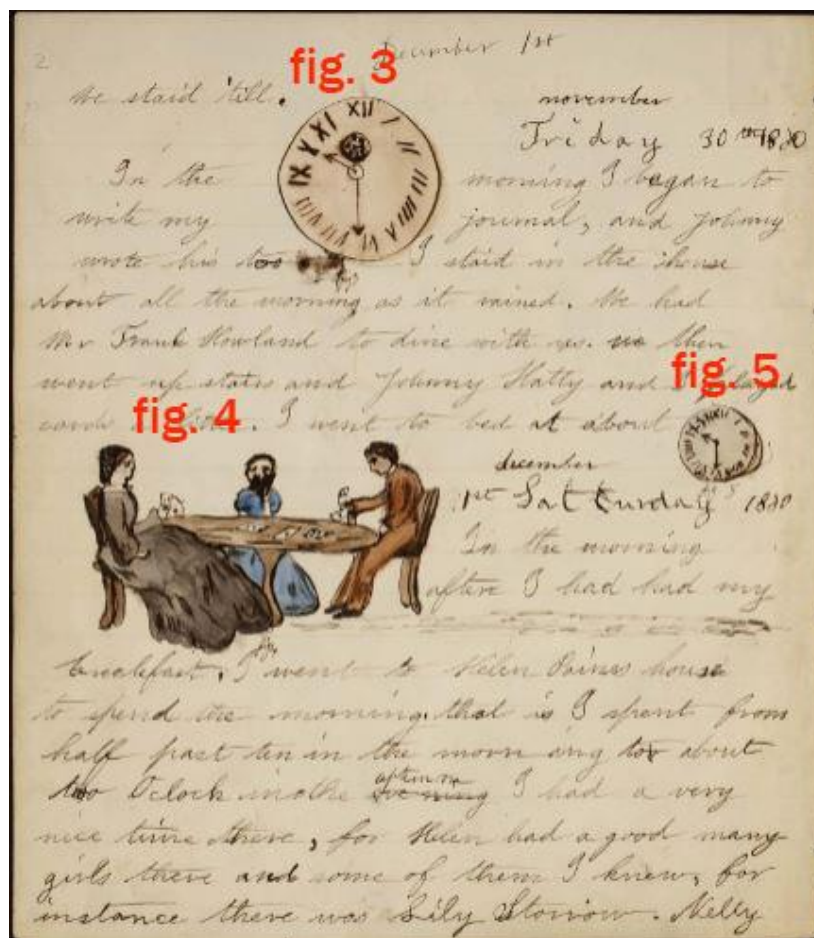
Created 3/20/23 modified 4/5/23

Sarah Gool Putnam's diaries are full of illustrations and colorful descriptions of her life. Here are a few tips and specific requirements for transcribing these pages.

Sarah Gool Putnam usually numbered her pages, either at the top corner or in the middle of the bottom of each page. Always include the page number at the beginning of your transcription, even if the number is written at the bottom. For two-page spreads write both numbers: "5/6".

SGP studied French in school and occasionally uses French articles (le/la/les for "the"), possessives (mon/ma/mes for "my") and other common words such as et for "and."

SGP often placed illustrations in line with the text rather than in the margins, usually accompanied by a number. If you encounter an illustration in the body of the text labeled with a number or figure number, record the number in line with the text as you transcribe:



In line with text: He staid 'till [fig.3]...We then went upstairs and Johnny Hatty and I played cards a little [fig. 4]. I went to bed at about [fig.5].

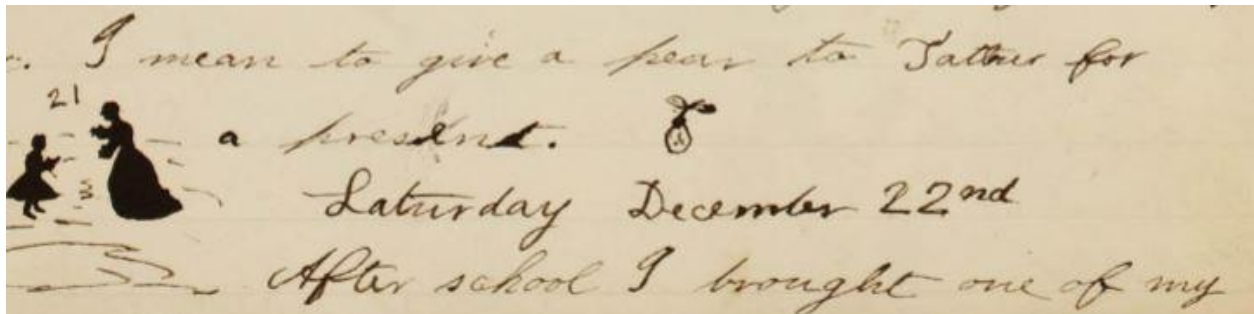
At the bottom of the transcribed page, make a list of all illustrations in the order in which they appear, with their corresponding numbers if applicable.

[fig. 3: clock face]

[fig. 4: woman, girl, and man seated at a table playing cards]

[fig. 5: clock face]

If a drawing found within the text is not numbered, include [unnumbered drawing] in the body of the text where the drawing appears. At the bottom of the page add [unnumbered drawing: pear] to the end of the list of drawings.



In line with text: I mean to give a pear to Father for a present [unnumbered drawing]

At the bottom of the page: [unnumbered drawing: pear]

If a drawing includes text captions or notes, transcribe them as they appear (do not paraphrase) in the list of illustrations.



Inline with text: [fig 7]

Bottom of page: [fig 7: A girl and a woman sewing; text: "good night mother / good night dear"]