

Edgeworth Transcription Workflow

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1. Navigate to <https://alice.zooniverse.org/> and log in under the “mariaedgeworthletters” account.
2. Click on one of the internal IDs, which should display a subject with transcriptions.
3. Toggle “Mark as approved” to “approved” at the top to signal to other researchers that you are working on this subject.
4. Go to the “More” tab at the top and “Download Subject Data.”
5. Unzip the folder and **correct the transcription in the “consensus_text_ID NUMBER”** with the letter images from ALICE:
 - a. In the ALICE browser interface: Click “Hide all lines” at the top to get a clear view of the page images. This will allow you to better compare the transcription in the text file with the original letter image. The “aggregated transcription” may be wrong, and other options should be visible.
 - b. In the text file (i.e. consensus text #####):
 - i. Preserve line breaks in the transcription.
 - ii. Delete duplicate lines.
 - iii. Keep or add [unclear] brackets around difficult-to-read text. These will be replaced with <unclear> in the TEI.
 - iv. Page breaks are indicated in the extra space between groupings of lines. Please preserve these.
 - v. Indicate librarian / archivist comments in brackets as LibNote:
[LibNote]...[/LibNote].
6. Rename the consensus text file **with the same name as the Zooniverse Internal ID**. I.e. Edgeworth_Huntington_HM 28603_1825_07_05. These file names can be found in the “transcription_metadata” CSV file that is included in the zipped folder from ALICE, and the name appears inside the “internal id” column. **Please remove “page_xx” from the end of the text file name if it is present.**
7. Determine the holding archive and navigate to that folder within the “Data” larger folder. Create a folder named **Archive_textfiles** (or if it already exists, navigate to that folder). Place the revised and renamed text file in the folder.

8. Check ["Taxonomy Terms"](#) and add necessary people, places, and works related to the letter to that spreadsheet. Use the [Authority Sources & Workflow doc](#) to guide input.
9. Add bracketed text to signal drawings [figure] or tables [table] that will be encoded in TEI.
10. If you noticed any metadata errors (addressee name, dates, etc.), update the metadata spreadsheet and jpg filename (in appropriate institution's Data folder) with the correct info.
11. List the completed txt file in [Transcript Completion Tracking - Ver 2022-10-27](#).