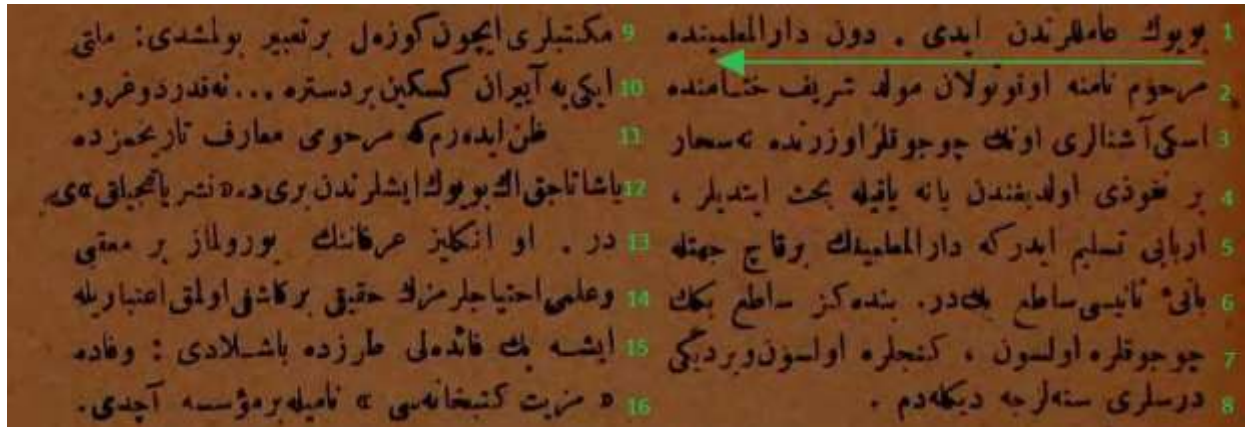# FIELD GUIDE

Transcription Scheme and Instructions

Before you start: When you are working with the documents, please keep in mind that Ottoman Turkish is written from Right to Left. If the document image contains more than one column of text or two adjacent pages, the reading and transcribing order should be from the rightmost paragraph/page towards the left. (See the image below)

Below are the details of the transcription scheme we ask you to kindly follow. Please also see the **Sample Transcription Text** in the **Field Guide** for a document transcribed with our transcription scheme.

- In this project, we adhere to the "half-transcription" scheme of Ottoman Turkish, which means that we do not use any special transcription characters but only indicate long vowels with **"^"**(for exp. "cerîde", "tekâmül", "hurûf", etc.).
  On a Mac computer, press and hold a key on the keyboard—for example, a or u—to display the accent menu for that particular character. On a computer with Microsoft operating system, press Ctrl+3 and choose the letter with the accent. (For instruction to set up a virtual Turkish keyboard, see the Field Guide.)

- Ottoman Turkish sounds should be reflected in the transcription text as much as possible. (for exp., instead of **"Ahmet"**, please transcribe it as **"Ahmed"**;**"gidüb"**, and not **"gidip",** etc.)

- When transcribing Ottoman Turkish letters that might correspond to more than one character in the Latin alphabet, please adhere to the spelling and pronunciation rules of modern Turkish; i.e., for خ use **k**, not **kh**; for چ use **ç**, not **ch**; for ش **ş**, not **sh**; for غ **g**, not **gh**; and, for ق **k**, not **q**. (for exp. **h**usûs, not **kh**usûs; nî**ç**e, not nî**ch**e; pa**ş**a, not pa**sh**a; **k**âmûs, not **q**âmûs)

- Proper nouns should be transcribed in accordance with modern Turkish grammar rules: start the word with a capital letter and indicate suffixes with the apostrophe. (for exp., **"İngiliz'in"**, **"Mekteb-i Bahriye'de"**, etc.)

- Persian and Arabic possessive constructions should be transcribed with hyphens and apostrophes to avoid loss of meaning.(for exp.,**"Nizâm-ı Cedîd"** or **"Hadîkatü'ş-Şuârâ"**, etc.) However, there are some exceptions to this rule: if a Persian and Arabic possessive construction is traditionally used in Ottoman Turkish as a single word, please transcribe the expression as such. (for exp., instead of **"Cemâziye'l-evvel"** use **"Cemâziyelevvel"**; instead of **"Kânûn-i Sânî"** use **"Kânûnisânî"**; **"şeyhülislâm"**, **"fevkalâde"**, **"bizzât"**, **"alelâde"**, etc.)

If you have questions about the Transcription Scheme, please post it on the **Talk** Boards.

Sample Transcription Text

bazı zâta iş ayırmışdı: bizzât İngilizce

tekmîl bir hesâb koleksiyonı tercemesine başlamışdı.

Bunda her sınıf için talebeye ve hocalara mahsûs

kısımlar dâhil idi. Hâriciye erkânından Münîr Bey'e İngiliz

mantıkı, İngiliz rûhiyâtı, Mekteb-i Bahriye müdîri

İbrâhîm Uşşakî Bey'e İngiliz pedagojisi ve Alî Rızâ

Seyfî Bey'e İngiliz müsteşriklerinin Türklere dâir en

meşhûr asârını terceme etdirmek istediğini

söylüyordu. Hakîkaten Münîr Bey (Spensır)ın

<< Terbiye >> <<Dîn ve Ahlâk>>, <<Vâzı' Kânûnların

Hatâları>> isminde fevkalâde nâfi' risalelerini

terceme etdi.

Damaged Pages

Some pages in the collection might be damaged. In such cases, please transcribe as much of the text as you can.

Example:

[unclear]…[unclear] tahta, üstü tahta

Deletions (Crossed-out Sections)

Some sections of the text might be crossed out by the author. If they are legible, please transcribe those sections exactly as they appear in the document, highlight them with your cursor, and press the 'Deletion' button.

If some words or sentences are completely illegible, please type dot characters (…), highlight them, and press the 'Deletion' button in the transcription box.

Example:

[deletion] bir çok yerleri kırıldı, ilâvesi [deletion]

[deletion] elzem bir çok şeylerden sarf-ı nazar [deletion]

Unclear or Illegible Words

Some words or phrases in the documents might be unclear or difficult to read. In such cases, please transcribe those words or phrases using your best judgment, highlight them, and mark them with the 'Unclear' button.

If some words or sentences are completely illegible, please type three dot characters (…), highlight them, and click on the 'Unclear' button in the transcription box.

Example:
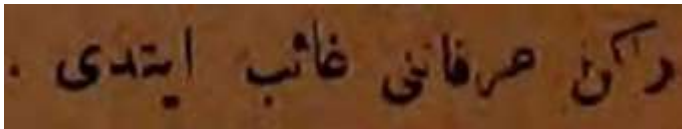
[unclear]…[unclear] irfânını gâib etdi.

Underlined Words and Lines

Some words, phrases, or sentences might have been underlined by the author of the document. In such cases, highlight your transcription of that particular word, phrase, or sentence and press the 'Underline' tag.
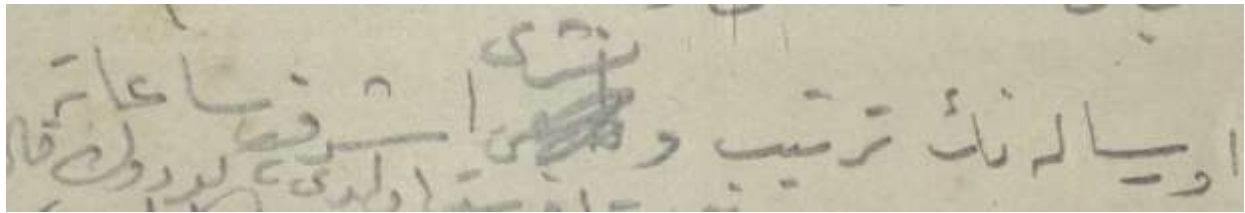
Example:
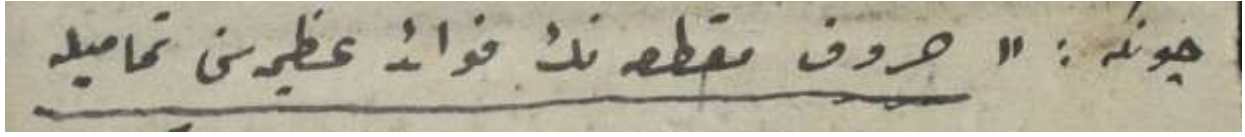
çünki: "[underline] hurûf-ı mukataanın fevâidi azîmesini tamâmıyla [underline]

Insertions

Some words or phrases in the documents might be 'inserted' into the main body of the text, i.e. they might be written above, below, or between the main lines. Please transcribe them in the reading order that was meant by the author, highlight them, and press the Insertion button.
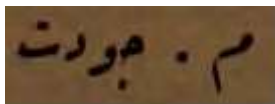
Example:

o risâlenin tertîb ve [deletion]…[deletion] [insertion]neşri[insertion] eşref-i sââte

Abbreviations

Some documents might include abbreviations. Please transcribe abbreviations exactly as they appear on the page. For example:
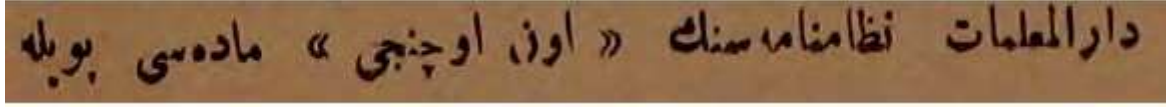

M. Cevdet

Quotation Marks and Parentheses

Signs such as << >>, [ ], ( ) are frequently used in the documents. Please type these out exactly as they appear in the original text.
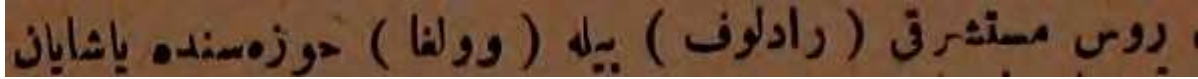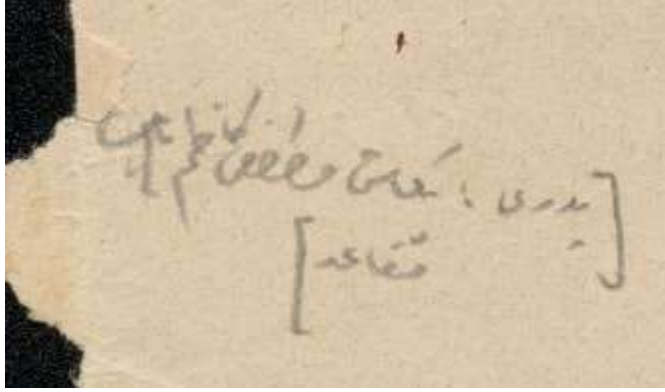
Example:
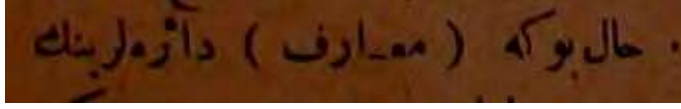
hâlbuki (Maârif) dâirelerinin

Dârülmuâllimât Nizâmnâmesinin <<on üçünci>> mâddesi böyle

Rus müsteşriki (Radlof) bile (Volga) havzasında yaşayan

[pederi: Binbaşı Mustafâ Kâzım [unclear]...[unclear] mütekâid]
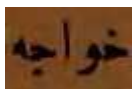
Exceptions to the One-to-One Transcription Rule

You might encounter words in the documents whose pronunciations in Ottoman Turkish are different than their spellings. In those exceptional cases, we ask you not to follow the one-to-one transcription rule but rather to transcribe them in accordance with their common pronunciations.
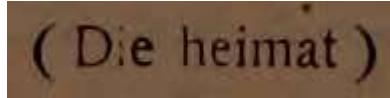
Example:

 Hoca

 Bey

Latin Script Words

Some texts in the collection might include Latin script words. Please type out these words or phrases exactly as they appear in the text and add the slash sign ** (/) ** to the beginning and the end of the word.
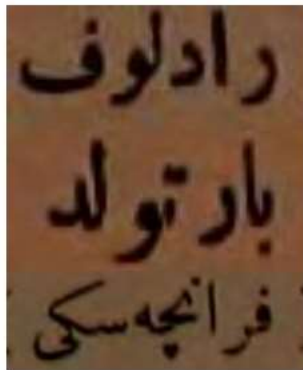
Example:

(/Die heimat/)

Foreign Names

In Ottoman Turkish texts, foreign names were spelled as they were pronounced in Ottoman Turkish. When transcribing these names, please latinize them exactly as you see in the text and do not normalize them according to their correct spelling in the original language.

Example:

Commonly Used Words : Months, Days and Numbers

<u>Months</u>

Hicrî

محرم	Muharrem
صفر	Safer
ربيع الاول	Rebîülevvel
ربيع الاخر	Rebîülâhir
جمادي الاول / جمادي الاولٰي	Cemâziyelevvel
جمادي الاخر / جمادي الاخرة	Cemâziyelâhir
رجب	Receb
شعبان	Şaban
رمضان	Ramazân
شوال	Şevvâl
ذي القعدة	Zilkade
ذي الحجة	Zilhicce

Rûmî

مارت	Mart
نيسان	Nisan
مايس	Mayıs
حزيران	Haziran
تموز	Temmuz
اغوسطوس	Ağustos
ايلول	Eylül
تشرين الاول	Teşrînievvel
تشرين الثاني	Teşrinisânî
كانون الاول	Kânûnievvel
كانون الثاني	Kânûnisânî
شباط	Şubat

Days

بازار / يوم الاحد	Pazar
بازارايرتس / يوم الاثنين	Pazartesi
صالي / يوم الثلثا	Salı
چهارشنبه / يوم الاربعا	Çarşamba
پنج شنبه / يوم الخميس	Perşembe
جمعه	Cuma
جمعه ايرتسى	Cumartesi

١	1
٢	2
٣	3
٤	4
٥	5
٦	6
٧	7
٨	8
٩	9

Virtual Turkish Keyboard Set-up

For Windows

- Go to Start Menu> **Settings** > **Time & Language Settings**
- Select "**Language**" from the left column and click the button under the **Keyboards** section to add the **Turkish** keyboard to your list
- You can change your keyboard to the language through the right corner of the desktop screen.
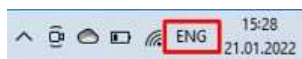
How to open the On-Screen Keyboard on Windows:

- Go to Start
- Under Settings > Ease of **Access** > **Keyboard**, and turn on the toggle under **Use the On-Screen Keyboard**

For Mac

- Go to **System Preferences>Keyboard>Input Sources**
  -On the Input Sources screen, click on the **plus** sign >select '**Turkish**' from the scroll down menu on the left> click **ADD**
- You can now change your keyboard setting to Turkish from the keyboard dropdown menu on the top right menu bar on your desktop screen