

HTR Transcription Conventions

2022-10-21

0.1 HTR Transcription Conventions

1. *Only* transcribe the lines that are Bible text, not headings, rubrics, marginalia, catchwords, etc.
2. Everything should be typed *exactly* as it appears in the manuscript.
3. Don't add any dots to the *rasm* that aren't in the manuscript.
 1. E.g., if you see قال instead of قال or جعل instead of جعل, don't correct it.
 2. Pay attention to ي vs. ى and ة vs. ه. Many manuscripts do not place dots above a *ta marbuta*.
 3. For undotted *initial/medial* ي، ن، ث، ت، ب use the undotted ى (which you can get by pressing the shift key).
 4. For undotted *final* ت، ب، or ث use the ٲ (you can copy it from here).
 5. Final ن is always ن even if it is undotted in the manuscript.
 6. For an undotted *initial/medial* ف/ق, which cannot be distinguished from each other, use ٲ ("dotless qaf" not *waw*, copy it from here).
4. Do *not* transcribe any vowels at all, even if the manuscript has them.
5. Do *not* transcribe any *hamza* diacritics (e.g. ا) or *shadda* even if the manuscript has them.
 1. Except: Allah can be written as الله even if the manuscript doesn't have the diacritics.
6. Pay careful attention not to add ء (*hamza*) as a consonant unless it is in the manuscript. Do not standardize spellings.
7. Transcribe all dividers (dots, circles, crosses, etc.) with a simple period with spaces on each side (.)