**File Naming and Procedure**

**Note to Project Team**

Justin Livingstone

The manuscript will be encoded according to Livingstone’s section breaks in the manuscript. Each of Livingstone’s sections will be transcribed as one XML file. Each section, containing the relevant manuscript pages, will be given to you in an individual folder. The first stage is an initial transcription by one of the project assistants. Following initial transcription, the XML file containing a completed section will be sent to me and uploaded to spacely. Another assistant will then proof the file, before I complete a final review and integration.

The following file naming scheme is used for initial transcriptions:

liv\_000099\_0030\_jg.xml

* The first set of numbers (000099) identifies the manuscript of *Missionary Travels*. 000099 identifies vol. 1 of *Missionary Travels*; 000100 identifies vol.2; 000101 identifies vol.3.
* The second set of numbers (0030) indicates the first page number in the section that you’re transcribing. So if you’re transcribing Sect06, which runs from page 0117 to 0141, the file name will: liv\_000099\_0117\_ks.xml
* The letters at the end are the initials of the transcriber:

Kate Simpson: ks

Johanna Green: jg

Peter Slater: ps

Stephen Hall: sh

Justin Livingstone: jl

Following initial transcription, the file should be sent to me and uploaded to spacely, for another assistant to proof. Proofed files will then be named as follows, this time including the initials of the proofreader:

liv\_000099\_0030\_jg\_ks.xml

In this case, the section would have been transcribed by Johanna and then proofread by Kate.

Finally, when I review the file and make final changes, it will be renamed to include my initials:

liv\_000099\_0030\_jg\_ks\_jl.xml

Ultimately, for each section I will have three XML files. An initial transcription; a proofed version; and a final version.

liv\_000099\_0030\_jg.xml

liv\_000099\_0030\_jg\_ks.xml

liv\_000099\_0030\_jg\_ks\_jl.xml

Each stage of the transcription will thus be preserved which is good practice.

Page numbers in your transcription should be the same as the document’s file name (rather than the page numbers given by a later librarian at the top of the page) ie <pb n=“0001”/>, <pb n=”0002”/>

**Please name the file correctly as soon as you begin working on it. It’s very important to maintain procedure and file names.**