Transcribing Field Notes

Notes on transcribing:

Transcribe exactly what is in the image with exceptions to the below notes:

- In general, **parentheses are used when they are part of the original document and square brackets are used for insertions by the transcriber**.
- Transcribe exactly the line breaks as the author has written them and transcribe any hyphenation that may be at the end of a line break as they appear in the image. Where a paragraph is indicated by indentation, put two spaces at the beginning of the line.
- If the author has used symbols and contractions (shortened) wherever possible the transcriber should type the symbol or contraction and then type the full word in square brackets. Some examples include: if a '+' has been used put +[and], Jan. transcribe as Jan[uary], NP would be N[ational] P[ark], m. to be transcribed as m[iles], S.W. to be transcribed as S[outh]w[est]. Well-known abbreviations that are usually not expanded should be left as is, e.g. 'Mr.'.
- No spaces are needed before punctuation and only use one space after a full stop. Transcribe a dash as ' – ', that is, a hyphen character with a space on each side.
- If unsure of the word put a [?] in the transcribe box, if unsure of many words use [?][?] for each word, if unsure of letters in a word put a [?] for the letter. For example: lett[?]r. Also use a [?] for illegible handwriting or damaged handwritten pages.
- If the author has written in the margin of the page put this transcribed text at the bottom of the page or at the bottom of the relevant section e.g. if there are multiple newspaper clippings on a page then type [margin] before it.
- If the text has been underlined just transcribe as normal.
- If there are Shorthand symbols, then use [shorthand symbols] within square brackets
- Misspellings can be marked with a * and then spelled the correct way in square brackets. For example: rendersveu*[rendezvous]
- If there is a diagram or photograph, then use [diagram]or [photo] within square brackets at the place of the object.
- If a word or sentence has been crossed out or erased put these words between < and > for example: <crossed out>. If the author has used abbreviations in the crossed out section, do not expand these abbreviations.
- If there is text inserted ^ into a sentence, then incorporate into the text without indicator^.
- Put in all species that appear in the text into the fields below the transcription box. Include animals and plants mentioned by species or genus name (do not include vague descriptions such as fowl, wader, grass, reed, dog). Common names, such as swamp hawk or scrub wren are lower-case but common names named after a place are capitalised, for example, Pacific gull, New Holland honeyeater. If the species name has been spelt incorrectly in the main text put the corrected name in the species fields. This information will be used in a database of species observations.
- When a species was actually seen or heard, give all the details of the locality in the Location field, e.g. "swampy ground near limekilns at Sorell, Tas". Include the state or territory, where

known. If the species is mentioned but was not actually present, leave the location and date fields blank.

- Dates should be in the format yyyy-mm-dd e.g. 1958-03-25; the day and even the month may be omitted if the date is vague. A range of dates can be indicated with a /, e.g. 1958-03/25/1958-03/31.
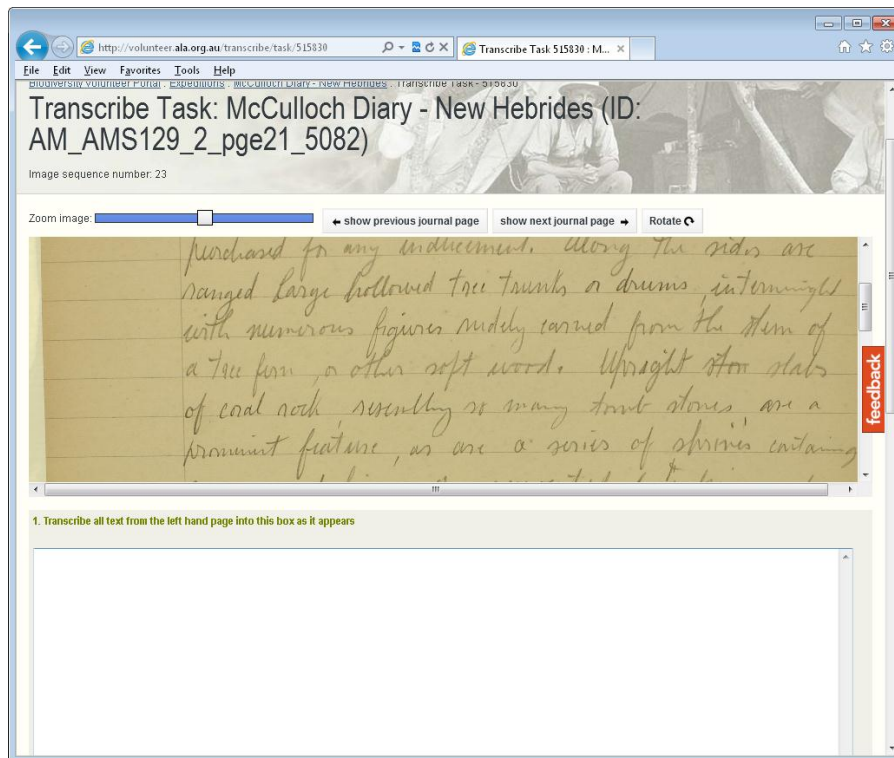
How to Transcribe Field Notes

Login to the Biodiversity Volunteer Portal using your email and password.
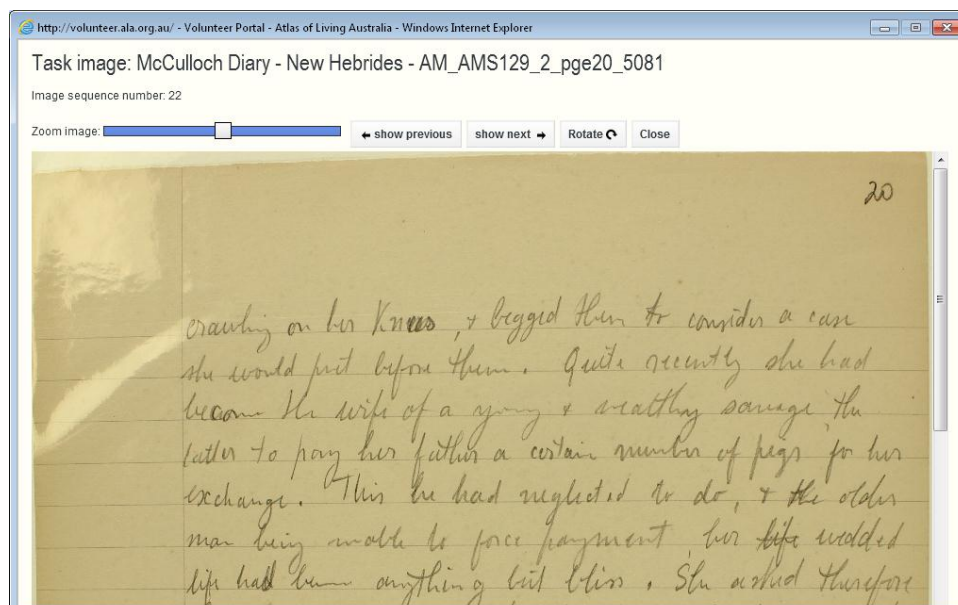
Join a virtual expedition.
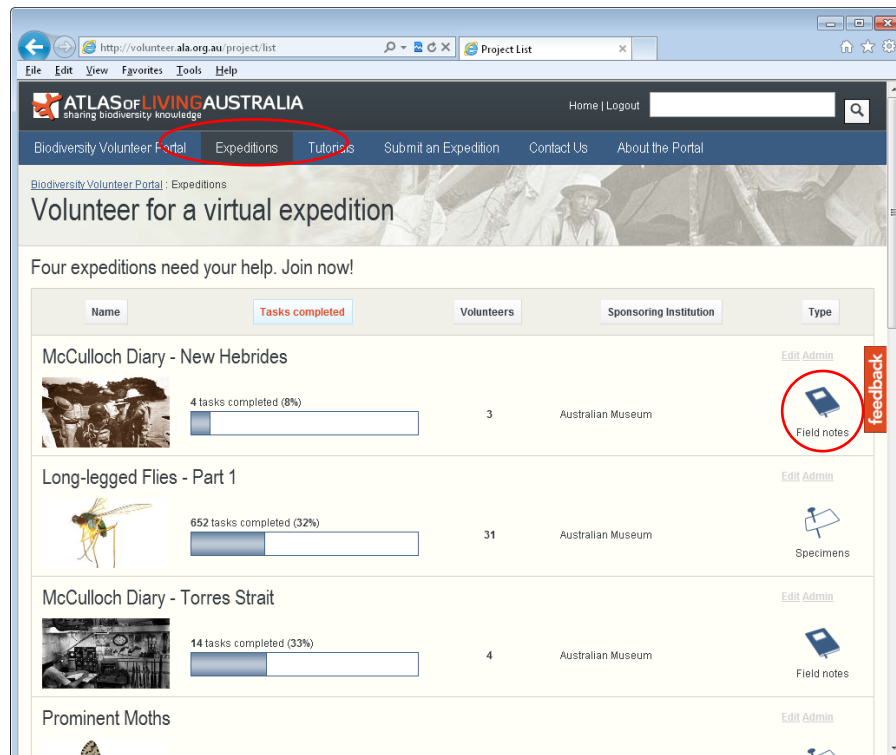
To join a field notes expedition choose an expedition with the field notes icon in the type column.

Once in the expedition, click on

Transcribe Task: McCulloch Diary - New Hebrides (ID: AM_AMS129_2_pge21_5082)

Image sequence number: 23

Zoom image: ← show previous journal page   show next journal page →   Rotate ↻

feedback

1. Transcribe all text from the left hand page into this box as it appears

To zoom into the image drag the white square in the zoom image bar to the right. When a page has been zoomed in, it can be navigated by either holding the mouse button down and dragging the image or by moving the scroll bars. By clicking on the 'show previous' or 'next journal page' buttons it will bring up the previous or next field note page as shown below. The rotate button will rotate the page 180 degrees to the right, this may be needed if the author has written on the side of the page.

Task image: McCulloch Diary - New Hebrides - AM_AMS129_2_pge20_5081

Image sequence number: 22

Zoom image: ← show previous   show next →   Rotate ↻   Close

Transcribe all text into the box as it appears in the image.

If the field notes are double paged, the template will be as above.

The two boxes correspond to the pages in the image. Transcribe all the text from the left hand page into the left box and all text from the right hand page into the right hand side.

Some of the pages may have printed text in the image due to the use of optical character recognition (OCR) . If you open a task with printed text, this text may already appear in your transcribe all text boxes. This text needs to be checked with the image and any corrections made. If the OCR's text is mostly unclear, then delete the text and transcribe printed text. If the page has both OCR's text and handwriting on it, then this will also need to be transcribed as the optical character recognition (OCR) software does not recognise handwriting.

When you have finished the whole transcription, fill out the fields below the transcribe all text box with any species or common names that appear in the text. Enter the date in the format YYYY-MM-DD, if you only have the year and the month, record it as YYYY-MM. If the date cannot be seen in this page the show previous journal button may be used to find the most recent date mentioned, use that. Click on Add row if several species appear in the text. If no date can be found, insert the date of the Field Notebook or Diary (if you know it) and failing that just leave date blank.

The notes section is for the transcriber to record any comments that may help in validating the task.

When all transcribing has been complete, click on the submit for validation or save unfinished record to return to it at a later date.