

## Guide to transcribing the Atkinson Collection

- If you cannot identify a word, put illegible in brackets [illegible] in place of that word
- If you see a typo/mistake, write the mistake exactly as it appears but then add [sic] after it
- When the subject begins a new line, you do too by hitting the return/enter key
- Expand abbreviated names - if a name is shortened and you know the full form, write the full name  
Examples: Wm → William, Thos → Thomas, Geo → George, Jno → Jonathan, Wms → Williams
- Crossed-out entries - if the text is readable, transcribe it and add [deleted]
- Blank page - if a page is completely blank, write [no entry]

As well as letters, this collection also contains the following:

- Envelopes - please simply transcribe the addressee and if there are any interesting postmarks, stamps, insignias etc., enter a description of them in brackets after addressee.
- Postcard image - please enter a transcription of any text that might appear along with a description of the image.