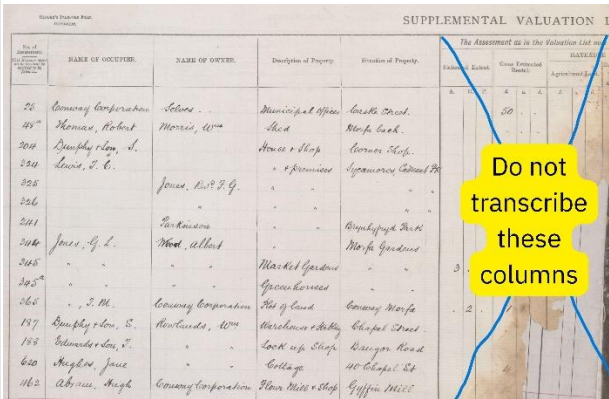
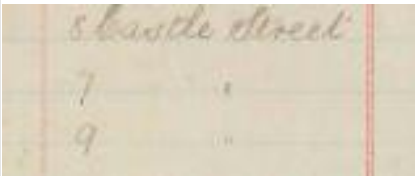
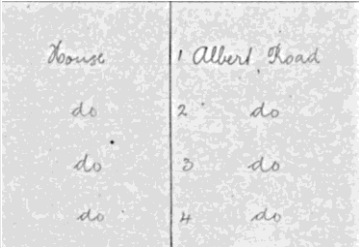


Guidelines for transcribing Conwy Rate Books

Instruction	What to Do
Do not transcribe the rates and valuations columns	We do not need to record the rates and valuations (the columns on the right). Just transcribe the 5 columns on the left. 
Write names as First name, Surname	If it's written as <i>Surname, First name</i>, reverse it to <i>First name Surname</i>. Examples: <i>Williams, Robert</i> → <i>Robert Williams</i> <i>Williams, Robert Thomas</i> → <i>Robert Thomas Williams</i>
Expand abbreviated names	If a name is shortened and you know the full form, write the full name. Examples: Wm → <i>William</i> Thos → <i>Thomas</i> Geo → <i>George</i> Jno → <i>Jonathan</i> Wms → <i>Williams</i> Exors → <i>Executors</i>.
Write words as they appear	If a word is clearly misspelled, add sic and the correct spelling in square brackets. Example: <i>Blew Bell Inn</i> [sic, Blue Bell Inn]

Unclear or unreadable text	If the text is unclear or illegible, write [illegible] .
Blank entries	If a line is completely blank, write [no entry] .
Crossed-out entries	If the text is readable, transcribe it and add deleted in square brackets. Example: 24 Stryd y Mynach [deleted] If the whole page is crossed out, transcribe what you can see and add [page deleted] at the top of the page.
Replace ditto marks with text	If ditto marks (“ ”, or ‘do’) are used, replace them with the repeated information so each entry is complete. Examples:  For this entry you would enter: 8 Castle Street 7 Castle Street 9 Castle Street  For this entry you would enter: House, 1 Albert Road House, 2 Albert Road House, 3 Albert Road House, 4 Albert Road

List of common or difficult to spell place names	Eirias
	Groes
	Llys
	Hafod
	Maescadwgan
	Tanymaes
	Craigynos
	Arenig
	Penybryn
	Hyfrydle
	Bryndedwydd
	Tŷ Newydd