

1. Transcribe what you see.

- Match punctuation, period-specific or British spelling to the original document.
- Match capitalization and grammar to the original document.
- For misspelled words or names provide a “silent correction” and spell the word correctly in the transcription.

Examples:

Tut.Ankh.Amen = Tutankhamun

Dessert=Desert

- Match addendums or inserted words as intended by the author. If this is not easily understood, include as you would a footnote at the end of the page in numbered order.

Example:

^[1] This is a Howard Carter addendum.

- For items with multiple pages, type **Page #:** at the top of the page.

Example: Page 8:

- If the first sentence of the new page is a continuation from the previous page, include an ellipsis following the last word of the page, and before the first word on the new page.

2. Include a single space between each paragraph or new line.

- Do not match indentations.
- For line breaks, such as a signature, include a single space.

3. If you are unsure of a word or phrase...

- For an educated guess type the word in brackets followed by a question mark:

Examples:

[Tutankhamun?]

The [immense?] dignity and restraint of Egyptian art

For words that you cannot decipher or provide an educated guess for, type a question mark in brackets: [?]

Example:

Write to Mr. Carter an official [?] his letter & informing him...

- For words that are partially decipherable, include ellipses between unknown parts of the word.

Example:

Amenophis IV, who afterwards [a...ed?] the name Akhenaten...

- For missing words, or incorrect and unusual grammar, transcribe as written and include: **(sic)**.

Example:

It is only a short (sic) since I wrote my last...

- For translations or not widely used terminology include translation or an alternate term in brackets.

Examples:

Now I remember that meal he prepared for us– hot lentil soup, poached eggs, hot coffee, chip-patty [chapati] and cherry jam.

Bedu [Bedouin]

- For archaic terminology, unclear abbreviations, or defunct place names, include the modern term, name, or expansion in brackets.

Examples: P.T.O [Please Turn Over]

Tehuti-hotep [Djehutihotep]

12.c.p. [Cypriot Pound]

Ezbekiya [Azbakeya/AI Uzbakeya]

4. For photo captions type [Photo # caption: caption as written]

Example:

[Photo 2 caption: Method of watering the garden called
“Shadoof”]

5. When in doubt, follow the “[transcription tips](#)” from the U.S. National Archives and Records Administration.

An example transcription is provided on the following pages.

Original document:

To my dear Mother all the remains of my poor Gayles are
2 Tomb Stones or a Cairn in the desert. The Story being so sad
to repeat.

So you will be left alone in Sweettham. if Bruce
does not come - but I hope he will.

For I am looking forward to those Sads which have not
yet come - it is still early - so will do no harm.

It is only a short time since my last so have
hardly anything to say - my flying visits to unexpected
places make after days seem weeks ago.

It is a curious life - a letter may come in the morning
I go in quite an opposite way or perhaps must
stay where I am - For that is an Inspector's life.

Now with a thousand Thanks, Ringing of bells,
I look to you
Till

I and this
with apologies



Emblem of LOVE

Short note
from your son
Howard

P.S.

Yours H²5 of S hand this of Sept 2nd 1925 for number.

So F

Transcription:

Page 2:

No my dear Mater all that remains of my poor gazelles are 2 tomb stones on a cairn in the desert. The story being too sad to repeat.

So you will be left alone in Swaffham if [?] does not come— but I hope he will.

Yes I am looking forward to those seeds which have not yet come— it is still early— so will do no harm.

It is only a short (sic) since I wrote my last so have hardly anything to say— my flying visits to unexpected places make a few days seem weeks ago.

It is a curious life— a letter may come in the morning & I go in quite an opposite way or perhaps must stay where I am— for that is an inspector's life.

Now with a thousand thanks, ringing of [bells?], & love to you & all

I end this short note with apologies

from your son Howard

P.S.

Yours no.5 & [?] that of Sept. 2nd no number.

HC

[Photo 5 caption: Emblem of Love]