

Geoscience Australia Antarctic Geological Field Notebooks

Thank you for helping to unlock the valuable scientific and historical information contained within Geoscience Australia's collection of Antarctic field notebooks. The transcriptions will allow scientists and other researchers to search the content of the notebooks from anywhere in the world.

Login to DigiVol

1. Go to the DigiVol portal at www.volunteer.ala.org.au
2. Click on the "Institutions" tab
3. Select Geoscience Australia from the list
4. Select one of Geoscience Australia's Antarctic Field Notebooks
5. Click on the "Get Started" tab to begin
6. Sign in using your Facebook, Twitter or Google account or by registering for a login with your email details.
7. Transcribe the page (following the tutorial below)
8. When complete, click "Submit for validation" (or, if partly complete, click "Save unfinished record")
9. Select "Transcribe another task"

Transcription Tutorial

1. Verbatim text field

Transcribe exactly what is on the page (following the points below)

- Format the transcription so that it matches the original (as best you can)
 - Put line breaks exactly where the author has (including hyphenation at the end of a line)
 - Use single spaces between sentences
 - Where a paragraph is indented, put two spaces at the beginning of the line
 - If the author has underlined or circled a word/section, type these words between `<u>` and `</u>`, or `<circled>` and `</circled>`
- If the author has capitalised a word, transcribe the word in CAPITALS
- Anything you add should be written in square brackets [] (corrections, clarifications, updated names, etc - see below for examples)
- Please check your transcription once you've finished (spelling, punctuation, formatting). This will pick up any spelling errors you may have inadvertently added (but remember to leave those made by the author – see following pages).

Contractions and abbreviations

- If the author has used a known abbreviation, spell out the abbreviation in square brackets after the abbreviation e.g. f.g. [fine grain] & [and]
- If the author has used a contraction, spell out the contraction (if known) in square brackets after the contraction e.g. Pt. [point]

NOTE: Abbreviations used by Dave Trail are in a separate tutorial.

Page numbers

- Transcribe page numbers within the tags `<pg>` and `</pg>`

Dates

- Transcribe diary entry dates exactly as the author has written them, between the tags `<date>` and `</date>`
- If the author hasn't written the day, month or year, add the missing information between square brackets (if known), e.g. `<date>Saturday 14th [June 1947]</date>`

Deletions

- If the author has crossed out a word/section, transcribe the word/s between the tags `` and ``, e.g. I `hate` dislike rain
- If you can't read the deleted word/s, transcribe them as `[?]`, e.g. I `[?]` dislike rain

Errors and unusual spellings

- Do not correct the author's errors (spelling, punctuation, grammar, outdated species names, etc)
- Transcribe the author's errors between the tags `<sic>` and `</sic>`, then (if applicable) type the correction in square brackets, e.g. `<sic>rendersveu</sic>` [rendezvous]
- The `<sic>` tags should also be used for unusual or outdated spellings

Figures: photos, illustrations, maps, diagrams, etc

- Identify diagrams, maps, sketches, photos, etc. in square brackets, at the place they appear on the page, between the tags `<figure>` and `</figure>`, e.g. `<figure>[diagram]</figure>` or `<figure>[photo]</figure>`.
- Add more detail if you can, e.g. `<figure>[map of Macquarie Island]</figure>` or `<figure>[sketch of an albatross in flight]</figure>`

Illegible text

- If a word is illegible, transcribe it as `[?]` between the tags `<unclear>` and `</unclear>`
- If multiple words are unclear, use a `[?]` for each word, e.g. `<unclear>[?] [?] [?]</unclear>`
- If you think you can guess the word, write your guess between the tags `<unclear>` and `</unclear>`, e.g. `<unclear> possible </unclear>`

Insertions

- If the author has inserted text into a sentence with an ^ sign (or similar), incorporate this text into the transcription without the indicator ^

Notes in the margin

- If the author has written in the margin, transcribe this text at the end of the page or the end of the relevant section. Identify this text by typing it between the tags `<note>` and `</note>`

Place names

- Transcribe place names within the tags `<placeName>` and `</placeName>`, e.g. `<placeName>` Black Nunataks `</placeName>`
- If you're not sure of a place name, you might like to search in the Australian Antarctic Divisions Antarctic place names gazetter <https://data.aad.gov.au/aadc/gaz/>

Symbols & dashes

- Transcribe dashes as ' – ' (an m-dash, a dash with a space on each side).

<i>Original</i>	<i>Transcription</i>
15° 3' 22"	15 [degrees] 3 [minutes] 22 [seconds]
5'10"	5 [foot] 10 [inches]
<	< [less than]
-	' _ '

Tables

- Transcribe tables within the tags `<table>` and `</table>`. Try to follow the author's formatting as best you can.

With thanks to Nicole Kearney at Museum Victoria.

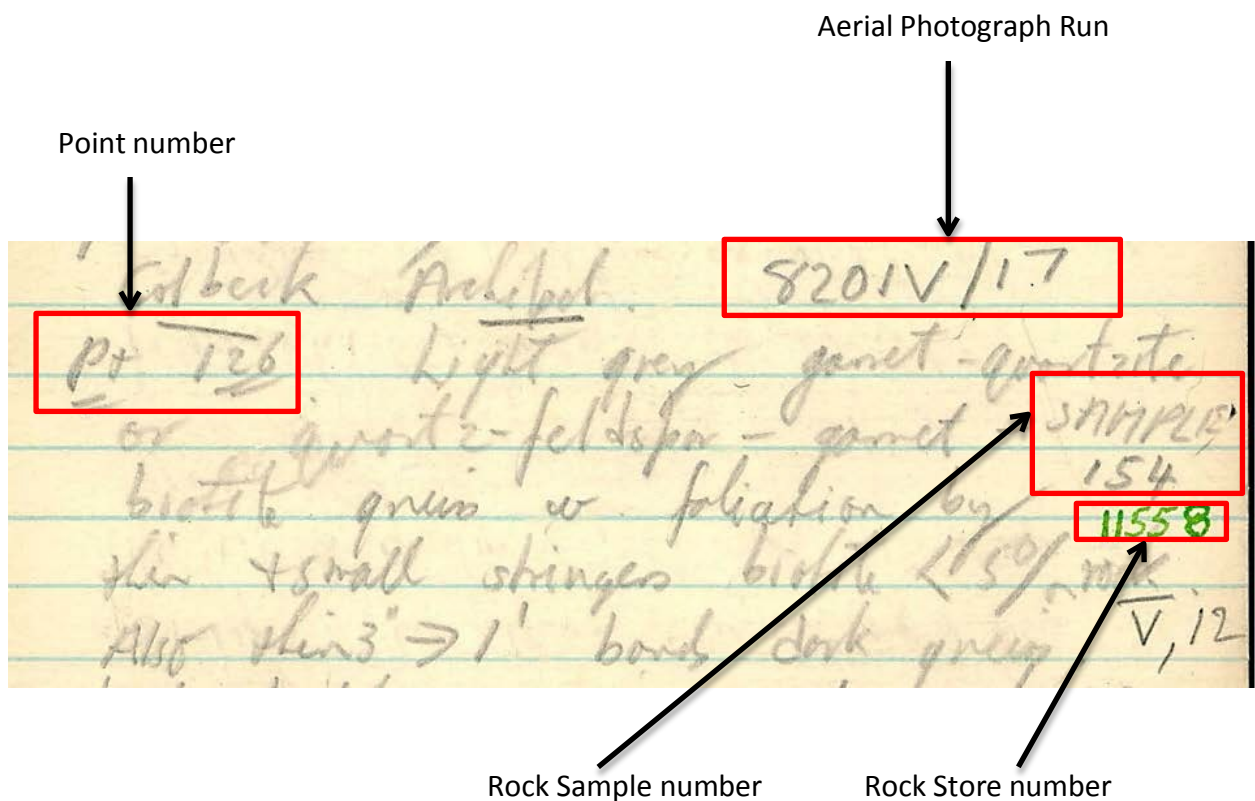
2. Additional information fields

Some field notebook entries contain additional scientific information including air photograph runs, rock sample numbers and rock store numbers.

Record these in the template below the verbatim text transcription box.

2. Where a species or common name appears in the text please enter any relevant information into the fields below Shrink

1. Point Air photo run Rock Sample Number Rock Store Number Latitude Longitude



- Record any points (marker) where rock samples and observations were made e.g. Pt. 126
- Record the air photograph run (if given) e.g. 8201V/17
- Record the in-field rock sample number e.g. SAMPLE 154
- Record the assigned rock store number (usually written in a different colour at a later date) e.g. 11558
- Record any latitude and longitude coordinates.

Add a new row for each observation. If multiple points or rock sample numbers are given for the same air photo run, enter each point as a separate row.

3. Notes field

- Record any comments here that may assist in validating this task.

Appendix – TEI tags

TEI Tag	Description
<circled>	circled text (not an official TEI tag)
<date>	date
	deleted text (usually crossed out)
<figure>	figure (photo, map, illustration, diagram, etc)
<note>	notes in the margin
<pg>	page number (not an official TEI tag)
<placeName>	Place name
<sic>	text reproduced although apparently incorrect or inaccurate
<table>	text displayed in tabular form
<time>	time
<unclear>	illegible text
<u>	underlined text (not an official TEI tag)