

# A. Graham Brown Field Diaries

## Using DigiVol

1. Login to DigiVol using your email and password
2. Click on the “Expeditions” tab
3. Select the “Ornithological Field Diaries of A. Graham Brown”
4. Click on “Start transcribing”
5. Transcribe the page (following the tutorial below)
6. When complete, click “Submit for validation” (or, if partly complete, click “Save unfinished record”)
7. Select “Transcribe another task”

## Transcription Tutorial

### 1. Verbatim text field

- Transcribe exactly what is on the page (following the points below)
- Use rounded brackets when parentheses are used in the original document – anything you add should be typed between square brackets (see points below)
- If the author has written a page number at the top of the page, transcribe the page number with “page number” written in square brackets after the number, e.g. 55 [page number] followed by a line break (see example below)
- If the date of the diary entry is not written on the current page (i.e. the entry continues from a previous page), write the date in square brackets (exactly as the author wrote it), e.g. [5.10.47]. Start the transcription of the diary entry on the next line (see example below)

### 1. Verbatim Text

55 [page number]

[5.10.47]  
the Apollo Bay road. The weather was grey and  
showery with a few bright patches but it  
was mild and very pleasant driving. Out  
on the plateau above Colac we immediately  
ran into the trio - MAGPIES, RAVENS, MAGPIE-LARKS,  
the former in large numbers. At Ball's Dam a  
PURPLE WATER-HEN fed a chick along the bank which

- Transcribe line breaks exactly as the author has written them (including hyphenation at the end of a line)
- Use single spaces between sentences
- Transcribe diary entry dates verbatim, but if the day, month or year was not written in the original date entry, add the missing information between square brackets (if known), e.g. Saturday 14<sup>th</sup> [June 1947]
- Where a paragraph is indented, put two spaces at the beginning of the line
- Transcribe dashes as ‘ – ’ (a dash with a space on each side)

- Symbols and contractions should be spelled out (except for abbreviations that are not usually expanded, such as Mr). Use square brackets to show your insertions:

<i>Original</i>	<i>Transcription</i>
+	+ [and]
15°	15 [degrees]
♀	[female]
Jan.	Jan[uary]
NP	N[ational] P[ark]
m.	m[iles]
S.W.	S[outh]w[est]
Mr	Mr

- If unsure of a word, transcribe it as [?]; if unsure of many words use a [?] for each word, e.g. [?] [?] [?]. Alternatively, you can guess the word and write [guess] after the word, e.g. swooping [guess]
- If unsure of a letter in a word, use a [?] for the letter, e.g. lett[?]r, or l[e]tt[e]r
- Transcribe misspellings as they appear, then mark with a \* and type the correct spelling in square brackets, e.g. rendersveu\* [rendezvous]
- Identify diagrams, maps and photos in square brackets, at the place they appear on the page, e.g. [diagram] or [photo]
- 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 markers [margin] and [/margin]
- If the author has crossed out or erased a word/section, type these words between [crossed out] and [/crossed out], or [erased] and [/erased], e.g. I [erased] hate [/erased] dislike rain
- If the author has underlined or circled a word/section, type these words between [underlined] and [/underlined], or [circled] and [/circled]
- If the author has used abbreviations in the deleted section, do not expand these abbreviations.
- If there is text inserted ^ into a sentence, incorporate it into the text without indicator ^
- If the author has capitalised a word, transcribe the word in capitals
- Try to match the author's formatting as best you can, for example if he has put a list of birds in columns in a table use spaces to line the names up in your transcription
- Mark columns with [columns] and [/columns]
- Please check your spelling once you've finished, i.e. by copying the text into Word. This will pick up any spelling errors you may have inadvertently added (but remember to leave those made by the author – see above).

## 2a. Species & common names field

- Record all animals and plants that were actually observed (sighted or heard)
- Record scientific names in the scientific name field (leave party field blank)
- Record common names in the common name field (leave party field blank) – do not include very vague descriptions such as fowl, wader, bird-of-prey
- Record common names in the singular not plural form, e.g. Silver Gull, not Silver Gulls
- Common names should be capitalised, except for words directly after a hyphen, e.g. Silver Gull, New Holland Honeyeater, Rainbow Bee-eater, Wedge-tailed Eagle
- If the species name has been spelled incorrectly in the main text, put the corrected name in the species fields (if known)

- For each observation, give all the details of the locality in the Location field; be as specific as you can, e.g. “swampy ground near limekilns at Sorell, Tasmania”
- 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
- Add a new row for each observation

## 2b. Parties field – people & institutions/organisations

- Record all people and institutions/organisations mentioned by name (except author citations)
- Record the name exactly as it written in the original text (leave animal fields blank)
- If only part of the name is mentioned and you know who the person is, please provide the full name in square brackets, e.g. for “Joan”, write “Joan [Joan Florence Brown, born Joan Florence Frecheville]” (this is Arthur Brown’s wife – she’s mentioned a lot!)
- Add a new row for each mention of person or organisation

## 3. Notes field

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