

A.W. Howitt Papers

This project is of great significance for many Aboriginal communities across southern, central and eastern Australia, as well as for anthropologists, historians and linguists. The transcription of A.W. Howitt's papers will yield invaluable insights into the people he worked and corresponded with, as well as crucial information about the cultural and social lives of Aboriginal Australians.

Please read the tutorial below to help us gather this information as effectively as possible.

Ethics Agreement

Access to this material is for the purposes of transcription alone. We ask that you respect the principles of community engagement that guide this project and refrain from copying, keeping or distributing this material. The intellectual and cultural property contained in many of these documents arises from both Indigenous and non-Indigenous peoples and their interactions. The transcripts produced in DigiVol will eventually be provided to the relevant Aboriginal communities and partner organisations via a new website being developed by Deakin University, the Australian National University, Victorian Corporation of Aboriginal Languages, La Trobe University and Museum Victoria.

Using DigiVol

1. Login to DigiVol using your email and password
2. Click on the "Expeditions" tab
3. Select one of the A.W. Howitt papers
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

Page numbers & dates

- If the author has written a page number at the top of the page, transcribe the number with "page number" written in square brackets after the number, e.g. 55 [page number] followed by a line break.
- Transcribe dates exactly as the author has written them, but if the author hasn't written the day, month or year, simply add [no date]

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)
- Where a paragraph is indented, put two spaces at the beginning of the line
- Use single spaces between sentences
- 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).

Anything you add should be written in square brackets

- Use rounded brackets when parentheses are used in the original document – square brackets are used to show insertions by the transcriber (see points below)
- If unsure of a word, transcribe it as [?]; if unsure of more than one word use a [?] for each word, e.g. [?] [?] [?]. Alternatively, if you can guess the word, 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[?]tt[?]r
- Identify diagrams, maps, sketches and photos in square brackets, at the place they appear on the page, e.g. [diagram] or [photo]. Add more detail if you can, e.g. [map of Macquarie Island] or [sketch of an albatross in flight]
- 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 crossed out a word/section, type these words between [crossed out] and [/crossed out], e.g. I [crossed out] hate [/crossed out] dislike rain
- If the author has used diacritics please note in square brackets e.g.: [diacritics over a 'u'] or [diacritics under 'a']
- If the author has used abbreviations in the deleted section, do not expand these abbreviations.

Margins, columns & insertions

- 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 there is text inserted ^ into a sentence, incorporate it into the text without indicator [/inserted]
- Transcribe columns within the markers [columns] and [/columns]. Try to follow the author's formatting as best you can.

Aboriginal language words and phrases

- When transcribing Aboriginal language words please try to type them as the author has written them
- It is important that we record these spellings as they are.
- 'If there are words in Aboriginal language that you find difficult to transcribe, please indicate this by adding in square brackets [? Aboriginal language]

Notes

- Record any comments that may assist in validating the task