

DIGI**V**OL

TRANSCRIBING FIELD NOTES



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AUSTRALIAN MUSEUM

1 William Street Sydney
NSW 2010 Australia
DigiVol.org



AUSTRALIAN MUSEUM

Rules to follow when transcribing Australian Museum Field Notes

Transcribe exactly what is in the image with exceptions to the below notes:

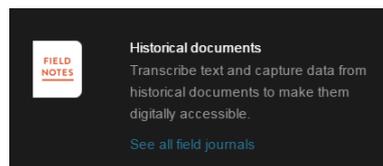
- In general, parentheses () are used when they are part of the original document and square brackets [] are used for insertions by the transcriber.
- Transcribe exactly the line breaks as the author has written them and transcribe any hyphenation that may be at the end of a line break as they appear in the image. Where a paragraph is indicated by indentation, put two spaces at the beginning of the line.
- If the author has used symbols and contractions (shortened) wherever possible the transcriber should type the symbol or contraction and then type the full word in square brackets. Some examples include: if a '+' has been used put +[and], Jan. transcribe as Jan[uary], NP would be N[ational] P[ark], m. to be transcribed as m[iles], S.W. to be transcribed as S[outh]w[est]. Well-known abbreviations that are usually not expanded should be left as is, e.g. 'Mr.'.
- No spaces are needed before punctuation and only use one space after a full stop. Transcribe a dash as ' – ', that is, a hyphen character with a space on each side.
- If unsure of the word put a [?] in the transcribe box, if unsure of many words use [?][?] for each word, if unsure of letters in a word put a [?] for the letter. For example: lett[?]r. Also use a [?] for illegible handwriting or damaged handwritten pages.
- If the author has written in the margin of the page put this transcribed text at the bottom of the page or at the bottom of the relevant section e.g. if there are multiple newspaper clippings on a page then type [margin] before it.
- If the text has been underlined just transcribe as normal.
- If there are Shorthand symbols, then use [shorthand symbols] within square brackets
- Misspellings can be marked with a * and then spelled the correct way in square brackets. For example: rendersveu*[rendezvous]
- If there is a diagram or photograph, then use [diagram]or [photo] within square brackets at the place of the object.
- If a word or sentence has been crossed out or erased put these words between < and > for example: <crossed out>. If the author has used abbreviations in the crossed out section, do not expand these abbreviations.
- If there is text inserted ^ into a sentence, then incorporate into the text without indicator^.
- Put in all species that appear in the text into the fields below the transcription box. Include animals and plants mentioned by species or genus name (do not include vague descriptions such as fowl, wader, grass, reed, dog). Common names, such as swamp hawk or scrub wren are lower-case but common names named after a place are capitalised, for example, Pacific gull, New Holland honeyeater. If the species name has been spelt incorrectly in the main text put the corrected name in the species fields. This information will be used in a database of species observations.
- When a species was actually seen or heard, give all the details of the locality in the Location field, e.g. "swampy ground near limekilns at Sorell, Tas". Include the state or territory, where known. If the species is mentioned but was not actually present, leave the location and date fields blank.

- 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.

How to transcribe Australian Museum Field Notes.

Login to DigiVol using your email and password.

Join a virtual expedition of...

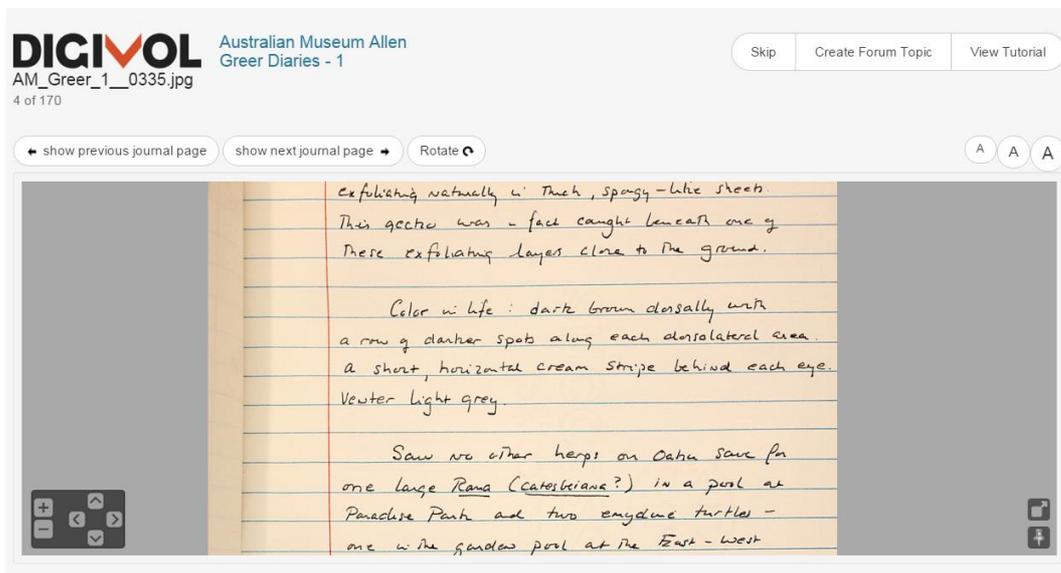


Click on the [See all field journals](#) link.

Choose an expedition from the list and join by clicking on the expedition image or title.

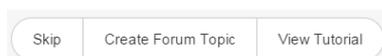
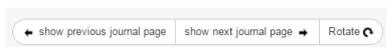
Click on the [Get Started](#) button to begin transcribing.

Navigating the task.



The show previous journal page and show next journal page buttons will bring up the previous or next pages in the field notebook. The rotate button will rotate the page 180 degrees to the right; this may be needed if the author has written on the side of the page.

If the handwriting on the page is illegible or too hard to read the Skip button may be used to jump to the next page. The Create Forum Topic button can be used to ask a question in the forum regarding the page that is being transcribed. The View Tutorial button is used to view the tutorial associated



with the tasks expedition.



These icons can be used to make the font smaller or larger in the Verbatim Text Field.



To zoom into the image click on the + to zoom out click the -. The mouse scroll can also be used to zoom in and out. When a page has been zoomed in, it can be navigated by both holding the mouse button down and dragging the image or by clicking the arrows.



These tools may be used to open the task image in another page or pin the task image to the top of the page.

Transcribing a task.

Transcribe all the text from the image into the box exactly as it appears in the image. Refer to the 'rules' at the beginning of this document.

The screenshot displays the DIGIVOL interface for a task. At the top left, the DIGIVOL logo is shown next to the text 'Australian Museum Allen Greer Diaries - 1'. Below this, the image filename 'AM_Greer_1__0335.jpg' and '4 of 170' are visible. On the top right, there are buttons for 'Skip', 'Create Forum Topic', and 'View Tutorial'. Below the header, navigation controls include 'show previous journal page', 'show next journal page', and 'Rotate'. On the right side of the image area, there are three 'A' icons for font size adjustment. The central image shows a handwritten note on lined paper. A red rounded rectangle highlights a portion of the text in the image. Below the image, a '1. Verbatim Text ?' field contains the transcribed text. A red arrow points from the highlighted text in the image to the corresponding text in the transcription field.

exfoliating naturally with thick, spongy-like sheets
This gecko was in fact caught beneath one of
these exfoliating layers close to the ground.

Color in life : dark brown dorsally with
a row of darker spots along each dorsolateral area.
A short, horizontal cream stripe behind each eye.
Venter light grey.

Saw no other herps on Oahu save for
one large Rana (catesbeiana?) in a pool at
Paradise Park and two emydid turtles -
one in the garden pool at the East-West
center pool at the university of Hawaii and the
other in a pool at Paradise Park.

1. Verbatim Text ?
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Color in life : dark brown dorsally with
a row of darker spots along each dorsolateral area.
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other in a pool at Paradise Park.

Some field notes may have printed text in the image of the page. If you open a task with printed text, this text may already appear in your verbatim text box. The printed text has been converted to text with the use of optical character recognition (OCR). This text needs to be checked against the image and any corrections made. If the OCR's text is mostly unclear, then delete the text and transcribe printed text. If the page has both OCR's text and handwriting on it, then this will also need to be transcribed as the optical character recognition (OCR) software does not recognise handwriting.

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

1. Date ?	1975-09-01	Location	SE end of Koolau Range, O	Species ?	Lepidactylus lugbrisi	Common Name	gecho	
2. Date ?	1975-09-01	Location	Paradise Park, Oahu, Hawa	Species ?	Rana (catesbeiana?)	Common Name		Delete
3. Date ?	1975-09-01	Location	University of Hawaii, Oahu, I	Species ?		Common Name	emydine turtle	Delete
4. Date ?	1975-09-01	Location	Manoa Falls, Oahu, Hawaii	Species ?		Common Name	mongoose	Delete

[Add Row](#)

When you have finished the whole transcription, fill out the fields below the transcribe all text box with any species or common names that appear in the text. Enter the date in the format YYYY-MM-DD, if you only have the year and the month, record it as YYYY-MM. If the date cannot be seen in this page the show previous journal button may be used to find the most recent date mentioned, use that. Click on [Add Row](#) if several species appear in the text. If no date can be found, insert the date of the Field Notebook or Diary (if you know it) and failing that just leave date blank.

3. Notes Record any comments here that may assist in validating this task Shrink

Your Notes

[Submit for validation](#) [Save unfinished record](#) [Skip](#) [Create Forum Topic](#)

The notes section is for the transcriber to record any comments that may help in validating the task.

When all transcribing has been complete, click on the [Submit for validation](#) or [Save unfinished record](#) to return to it at a later date.