

Women in Victorian Scotland Transcription Analysis

Final Write-up Due Thursday 4 December @ Midnight

This project is of equal weight with one of your papers in the course, though the spacing of the work will be considerably different. You should be working on the transcriptions for at least an hour a week – in fact, you'll *need* to do so or the system we're using will lock you out!

To give you the overview, the Royal Commission on the Ancient and Historical Monuments of Scotland (located in Edinburgh) is using volunteers to help transcribe documents so they can be accessed and searched online. I have contacted them and asked if you can take part, and they are happy for you to do so. You will be working with two types of records – Female Servant Tax Rolls and Ordnance Survey Name Books. Neither source is particularly sexy in nature, but you will be learning about, and using, primary sources, while helping to make these records accessible to others. That's a win-win-win! ☺

Transcription Steps:

Step #1: Go to <http://www.scotlandsplaces.gov.uk/>

Step #2: Click on 'Transcribe archives.'

Step #3: Click on the link that says 'Would you like to become a transcriber?' (Once you have an account, this will be replaced by 'See My Transcriptions'.)

Step #4: Fill out the registration form.

Step #5: After you've received your confirmation e-mail, **FORWARD IT TO DR. MYERS.**

(Note: Steps #1-5 should be completed no later than **Tuesday 21 October.**)

Step #6: Once you have been given Transcriber Access, return to the main page and log in.

Step #7: Click on 'Transcribe archives.'

Step #8: Click on Female Servant Tax Rolls.

Step #9: Choose one that is labeled 'Beginner' to start with.

Step #10: Choose a location to work on that is not listed as 'Complete' and proceed.

Step #11: In Week 4 or 5 of the course, shift your work to the OS Name Books instead of the Tax Rolls. We will work on these sources on our second in-class work day.

Step #12: If you would like to return to the Tax Rolls in Week 6, that is fine.

(Note: All your transcription work must be completed no later than **Tuesday 2 December.**)

Taking Notes:

You will be expected to note in a Word document what entries you transcribe. The purpose of this is two-fold – to prove you did the work, and so you can go back and reference it in your Final Write-up. Your notes should say what days and times you worked on the project (with a total number of minutes), and note the names of servants you dealt with or the places from the OS Name Books, plus a comment of some sort. As an example:

Monday 10/27/14 – 10:00 p.m.-10:28 p.m. (28 mins.)

- Sarah Smith
- Jane Adams
- Mary McDonald
- Louise Campbell

Comments: The handwriting was much easier to make out this time, so I guess the person recording the information was less rushed, or just had better penmanship.

Saturday 11/8/14 – 2:46 p.m.-3:05 p.m. (19 mins.)

- Kilbirnie
- Kilwinning
- Kilmarnock

Comments: I shifted to Ayrshire this time, because I was getting bored with Fife. They really liked to name things Kil- in Ayrshire. I'll have to remember to ask Dr. Myers what that means.

If you want to work an hour straight, that is fine. If you'd rather split up your time, that is fine as well. We will have in-class work time during two different class periods, when you can complete all of your time for that week. It will also provide us time for troubleshooting, if needed. At any point during the course I may ask you to send your Notes to me, so stay on top of making them!

50% of your grade on this assignment will be allotted to competing the transcription work **steadily** during the course.

If at ANY time during this process you have questions or need assistance, do not hesitate to visit Dr. Myers or e-mail with questions! It is far better to ask than to wonder, and there is every possibility that some of your classmates may have the same query.

Final Write-up:

The other 50% of your grade on this assignment will be a short write-up of what you've done and how it connects to our class discussions. In other words, how would the primary sources you've transcribed work in conjunction with others that we have discussed to give historians a more complete picture of the lives of women in Scotland in the Victorian Era. Your write-up will need to be at least **500 words in length**, with no use of the first person. You must use *Chicago Manual of Style* footnotes for all the information you utilize (see details on Paper Assignment, and you can cite your Notes in much the same way you do Class Notes). Papers must be typed, double-spaced, and in 12-pt. font with 1-inch margins. **Hand in ALL your Notes with your Write-up.**

Excerpts from the message I received from the RCAHMS:

“We hope that your students will enjoy the transcription work and relish the challenges that historical documents may bring to you, and we are more than happy to welcome volunteers from around the world. They can register as transcribers on the website here: <http://bit.ly/1C1EUM>

This will allow us to add transcriber access to their account and give you free access to all of the resources. You do not need to pay for access. Please note that this may take up to 72 hours to activate (it is a manual process). Below is the standard email we send out to individuals. It can be passed on to your students.

...Learning about old handwriting -

<http://www.scotlandsplaces.gov.uk/transcribe/palaeography-guidance/learn-about-the-handwriting>

This section gives you the information you need, along with links to other guides and sources to understand the handwriting you will be working with.

Rules and Tips -

<http://www.scotlandsplaces.gov.uk/transcribe/palaeography-guidance/rules-and-tips>

A very important section covering the common regulations we have in place for transcriptions, including spelling, abbreviation and punctuation; dates and numbers (including entering sums of money); problems and how to overcome them.

Help and Reference -

<http://www.scotlandsplaces.gov.uk/transcribe/palaeography-guidance/help-and-reference>

Here we have tried to give as much supporting to you to assist in your transcription work.

If I may take this opportunity also to highlight our useful frequently asked questions on the website which can assist with many queries.

<http://www.scotlandsplaces.gov.uk/transcribe/forums/transcriptions/faqs-frequently-asked-questions>

Our forums are an excellent place to learn more about the work that is going on and also to request help from fellow transcribers and the moderators. Posting a query there will elicit a supportive reply and provide the guidance you require. If you are new to transcription, why not transcribe a page and ask for a moderator to have a look over it. <http://www.scotlandsplaces.gov.uk/transcribe/forums>

...Thank you for your support and interest in the transcription project and good luck!

I hope the above information is useful to you and look forward to welcoming your students to our project. ...

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