

## North West Catholic History Society

### Transcribing Documents: Notes for Editors

1. The Society welcomes transcriptions of unpublished original documents. Shorter documents (less than 5,000 words) will be published in our journal, *North West Catholic History*, and somewhat longer documents (more than 5,000 words) as occasional publications. Book length documents, however, must reluctantly be declined.
2. Potential editors are asked to contact the editor in advance, through our website: [www.nwcatholichistory.org.uk/](http://www.nwcatholichistory.org.uk/).
3. In addition to these notes, editors should consult 'Notes for Contributors', available on the website.
4. Contributions should be typed in Word, A4 size, and should be provided in electronic format, either on disk (for longer documents) and/or by e-mail (for shorter documents).
5. Unless there are special reasons for doing so, the spelling and punctuation of documents should be modernized.
6. Words in foreign languages should be transcribed in that language, but an English translation should follow in square brackets.
7. An ellipsis should be marked by three points within square brackets, thus [...].
8. A doubtful reading should be indicated by a question mark within square brackets, thus [?].
9. Abbreviations, which are not common knowledge, should be spelled out within square brackets.
10. Any other editorial matter within the text should be enclosed by square brackets.
11. References within the text to people, organizations, places, or events, which are not common knowledge, should be explained in end-notes. End notes should be continuous and should contain references to the sources for the information they contain. The format for these references is given in 'Notes for Contributors'.
12. The transcription should be preceded by a short introduction which should:
  - a) State the whereabouts of the original and acknowledge the permission of the owners/curators.
  - b) Describe the physical appearance and condition of the document.
  - c) Describe its provenance.
  - d) Explain its background and historical significance.
13. If accepted as an occasional publication, it should be supplied by the editor with the necessary preliminaries (see 'Notes for authors and editors of occasional publications').
14. Potential editors should be aware, therefore, that access to the documents is not enough. Manuscripts in early handwriting will require a knowledge of palaeography (the study of early handwriting). Official documents will require a knowledge of diplomatic (the study of the form of official documents). In transcribing foreign languages a knowledge of the language is vital for accuracy. Moreover, the interpretation of the document will require a knowledge and understanding of the context and background, and, therefore, of the relevant literature. All this knowledge may have to be learnt on the job, but it will have to be learnt.

[NWCH June 2020]