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**Subject:** Re: New LEAP encoding manual

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**From:** Megan Ward [REDACTED]

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**To:** [REDACTED]

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**Cc:** [REDACTED]  
[REDACTED]  
[REDACTED]

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**Date:** Friday, May 30, 2014 2:48 PM

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Hello, fellow transcribers,

Thanks again for all of your quick work on the transcription pilot. It went really well, and we're ready to move on Field Diary II (a.k.a., liv\_000002).

We won't try to match our blazing speed on the pilot, but the organization of the project will take the same basic format: two weeks to transcribe, two weeks to proof.

I've created a spreadsheet to track our progress. **Here's a run-down of our process**, but please feel free to ask for more specifics and/or consult the manual that Adrian sent last night:

- 1) The spreadsheet has four tabs (found at the bottom of the document) which will track the four major transcriptions. We'll all be working on the tab labeled liv\_000002.
- 2) Images are located in livingstone/transcriptions-new/liv\_000002-Field-Diary-II-images on spacely.
- 3) We should all be using the encoding guidelines that Adrian distributed last night (May 29). I'm happy to send this around again if needed.
- 4) Please don't forget to turn your block on the spreadsheet to green once you've completed it and uploaded your transcription to the folder "liv\_000002-Field-Diary-II-transcriptions" folder on spacely.
- 5) The transcriptions will be officially due on Monday, June 16th, but if this poses any difficulty for you, just let me know.

As for the actual transcriptions, there **a few things to note about this field diary**:

- Most of the diary is in blue, which we can all transcribe. If you see grey (pencil), just make a note for Adrian to transcribe these parts, using the <!-- --> tag.
- There are scattered illustrations and calculations. If you see this, or anything else you're not sure of, just use the <!-- --> tag to leave a note for Adrian to transcribe.

- pp. 101- 109 are upside-down. It looks like those pages fell to Jared, so if you could please rotate them and then also note in your transcriptions where the upside-down part begins on p. 101.

I hope this all makes sense. Please don't hesitate to get in touch if you have questions.

Thanks again for contributing to *Livingstone Online* by transcribing. This is the heart of the project, and will hopefully be used by generations of scholars.

Yours,  
Megan

On Thu, May 29, 2014 at 10:25 PM, Adrian S. Wisnicki [REDACTED] wrote:

Hi Everyone,

I wanted to thank you for all your work on the LEAP transcription test phase. I was really impressed by the quality of your work (including those almost wholly new to XML!) and indeed a bit humbled by your dedication and efforts to make our project reach the level of excellence that it has.

Thanks to the test phase and your input, James and I have now improved a range of things in the encoding manual (including adding a "back to the top" arrow for each section!). The new version of the manual and related files can be found here: <http://research.it.ox.ac.uk/LEAP/> Please download the zip and use it to replace what you had before.

In addition, I have produced a document (attached to this email) that summarizes the changes made to the manual, so that you'll know exactly how the new "stable" version differs from the test version and specifically which sections I've changed/modified /added.

Finally, using what we learned in the test phase, I have also updated (and considerably shortened and simplified) the documentation that sets out our overall transcription procedure. That is also attached to this email.

Anne and Jared, I realize that we haven't reviewed this together, but that will actually allow us to test whether the new documentation I've provided is adequate. Please review everything, see if you can get going using my instructions, and, if not, we can address any issues that you encounter.

And that's it! Megan will be in touch soon about the new transcription assignments and the overall monthly schedule we'll be following from here. She'll also be taking the reins on guiding this aspect of LEAP.

It's very exciting to have reached this point, and I am grateful to all of you for agreeing to join us on this transcription & encoding odyssey!

Adrian