



## Transcription and translation guide for Copybook of letters sent to the King

(Version 6, February 2016)

**Please observe the following rules when you transcribe the copybook:**

**(see below if you also wish to translate)**

1. If the document (the digital image) is a front page, a back page or an empty page, tick the option "yes" at the top of the page. You can now save the document without entering anything in the mandatory fields (marked with an \*).
2. Click the tab "Danish transcription" to find the template for the transcription.
3. Unlike the other archival series, the letters for the copybook should be transcribed in their entirety (with some few exceptions) and not merely tagged. This why it is also only the letters that are to be translated in their entirety. See also the graphic guidelines below (figure 1) concerning the names of different elements in the text.

### *The section "At the top of the page":*

- a. Folio number: the number of the leaf containing two pages. The number is usually visible in the upper right corner of the document. Please be aware that as well as the folio number, another number may appear written in pencil. This number should not be typed. If there is no folio number, tick "empty field".

### *The section "Report":*

- a. Report number: This number always starts with "no.", e.g. "no. 12". If there is no report number, tick "empty field".
- b. Date: Type the date as dd-mm-yyyy, e.g. 10-07-1820. If there is no date, tick "empty field".
- c. Copybook number: If there is no copybook number, tick "empty field".
- d. Main text: Is the main body text in the document. It should be typed in its entirety (see also items 6-14 below). If the text continues on the following folio page or pages, only enter the folio number on the template for this/these pages in the section "At the top of the page", and tick "empty field" for the fields "Report number", "Date" and "Copybook number".
- e. When the section "Report" has been completed with information about the first report in the document, press "Add section", which opens a new section for entering the next report on the list, and so on.

### *The section "Your comments":*

- a. You can enter any comments you may have on what you have typed here. This also applies if you have background knowledge about the persons or places that appear in the document. You should be aware that your comments will be visible to everyone on the website.
4. Fields marked with a red asterisk \* are mandatory and must be filled in. If you cannot fill in a mandatory field, tick "empty field".
  5. Personal names should be typed as they appear. This means that spellings should be retained even though they may seem to be wrong. The Danish West Indies were multinational and consequently many names appear in different languages that can be spelled in several different ways.

6. Place names should be entered as they appear. If you need help to identify the place name, you can refer to [James William McGuire: Geographic Dictionary of the Virgin Islands of the United States \(1925\)](#).
7. All other text in the document that the rules above indicate should be typed must be entered as given even though the spelling appears to be wrong.
8. Abbreviations in the document should be entered as they appear. If you wish to write the abbreviation in full, which you are very welcome to do, please do this in parentheses. For example, if a personal name is "Geo.", you can write "Geo: (George)" in the field.
9. Dates should be entered as they appear in the document.
10. If you cannot read a sentence or a single word, type [cannotread].
11. You do not have to type the entire document all at once, but we recommend that you do. (See "From the beginning to the complete transcription" at the end of this document). You will only be awarded points for having completed a whole page.

**Please observe the following rules when translating transcriptions of the letters in the copybook to English:**

1. Click on the tab "English translation" on the right of the screen to find the template for entering your translation.
2. Click the tab "Danish transcription" on the left of the screen to see the transcription in the viewer. This is easier to read than the image of the original text.
3. If the document is a front page, a back page or empty, mark this by ticking the field "yes". The entry can now be saved without you having to complete obligatory fields (marked \*).
4. The fields in the template should be completed according to the same basic rules as for the transcription above.
5. The English translation should be as precise as possible and with American spelling, i.e. "harbor" instead of "harbour", "realize" instead of "realise" etc.
6. When translating, please retain as much of the original sentence structure as possible while considering the proper comprehension of the content. There are many parenthetical sentences in older written Danish which will often be split into shorter sentences in English. Please try to retain the parenthetical sentences to the extent possible.
7. You can find help for translating special Danish-West Indian terms here:
  - a. "List of Institutions relates to the Danish West Indies" (Erik Gøbel):  
<https://www.sa.dk/ao-soegesider/billedviser?epid=18070446#231279,43831344>
  - b. "Danish-English translations of archival terms (Gøbel, Holsoe, Hopkins and Rood):  
<https://www.sa.dk/ao-soegesider/billedviser?epid=18070448#231280,43831358>

**We would like to hear from you if you wish to comment on this guide. You can either write to us at [crowd@sa.dk](mailto:crowd@sa.dk) (remember to indicate in the subject field which archival collection you are commenting on) or call at +45 41 71 73 00.**

# Fig. 1: Please type the below

