# Transcription guide for Registers concerning arriving individuals

(version 6, February 2016)

**Please observe the following rules when you transcribe Registers of arrivals:**

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. Registers of arrivals contain a great deal of information, but enter the following information only in the spaces (see figures 1):

*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 or left corner of the document. If instead a page number appears on each page, write it like this: "page x and y" (e.g. "page 5 and 6"). The field is not to be filled in if there is no folio number or page number.

b. Place: This statement of where the register has been kept does not appear on all pages. Sometimes it only appears on the front page of the register and/or in the title of the archival series. If the information cannot be seen on the page, you must go back to the beginning of the register to find a statement of place. If there is no indication in the register or the title of the archival series of where it has been kept, click "empty field".

*The section "Arrival":*

a. Date of arrival: Is stated in the column furthest to the left. Should be entered as dd-mm-yyyy, e.g. 10-07-1820. If no date is given, tick "empty field".

b. Name of passenger: As well as first name and surname, the column with the passenger's name may include titles (e.g. Madame, jomfru (maiden), doctor (doctor) and statements of travelling companions (e.g. "and domestique", "with servant", "and 3 children"). The items of information should be entered in the order they appear. However, the name of the person should always be entered with first name (or initials) followed by surname(s), even though the surname can be written first followed by first name and separated by a comma. If there is a column entitled "Stand" (social station) with extra information about the person, this should be added after information from the column with the name of the passenger etc. If several personal names appear after each other in the same entry, but without the persons having had any relation other than that they travelled on the same ship, each passenger should be entered in separate sections. If the name of the passenger is not given, tick "empty field".

c. From where: The name of the place the passenger came from is stated in the column titled "Hvorfra".

d. When the section "Arrival" has been completed with information concerning the first person in the document, press "Add section", which opens a new section for entering the next on the list, and so on.

*The section "Your comments":*

a. Your comments: 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.

3. 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 and can be spelled in several different ways.

4. 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.

5. If 'ditto', 'do', 'ibid., –II– appear to indicate that a person or a place name is identical with the above-mentioned, repeat the wording from the entire field being referred to.

6. If you cannot read a sentence or a single word, type [cannotread].

7. 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.

**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



Date of arrival

Passenger's name

From where

Folio number