

Transcription guide for Reports from Religious Congregations regarding confirmands on St. Croix

(See also "From the beginning to the complete transcription" at the end of this document)

Please observe the following rules when you transcribe Parish records of confirmands:

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. Church reports about confirmands contain a great deal of information, but enter the following information only in the spaces (see figures 1 and 2):

The section "At the top of the page":

- a. Year: Does not always appear on the page. If there is no year at the top of the page, this field should not be filled in.
- b. Name of the island: This information sometimes 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 the name of the island. As information for St. Thomas and St. John often appears in the same register, it may be necessary to write the name of the island as "St. Thomas and St. John" if it is unclear which of the two islands the information is from. If the information does not exist, tick "empty field".
- c. Location: The location of the church, e.g. "Christiansted". If no location is given, tick "empty field".
- d. Church: The name of the church or congregation where the confirmation took place. If no church is given, tick "empty field".

The section "Information about the confirmand":

- a. Name: If no name is given, tick "empty field".
- b. Slave or free: Not given after 1848. If it is not stated whether the confirmand was a slave or free tick "empty field".
- c. Name of owner or plantation: If the confirmand is a slave, the name of the owner or the name of the plantation may be given. If no owner or plantation is named, the field should not be filled in.
- d. When the section "Information about the confirmand" has been completed with information concerning the first confirmand in the document, press "Add section", which opens a new section for entering the next on the list, and so on.

The section "Other text":

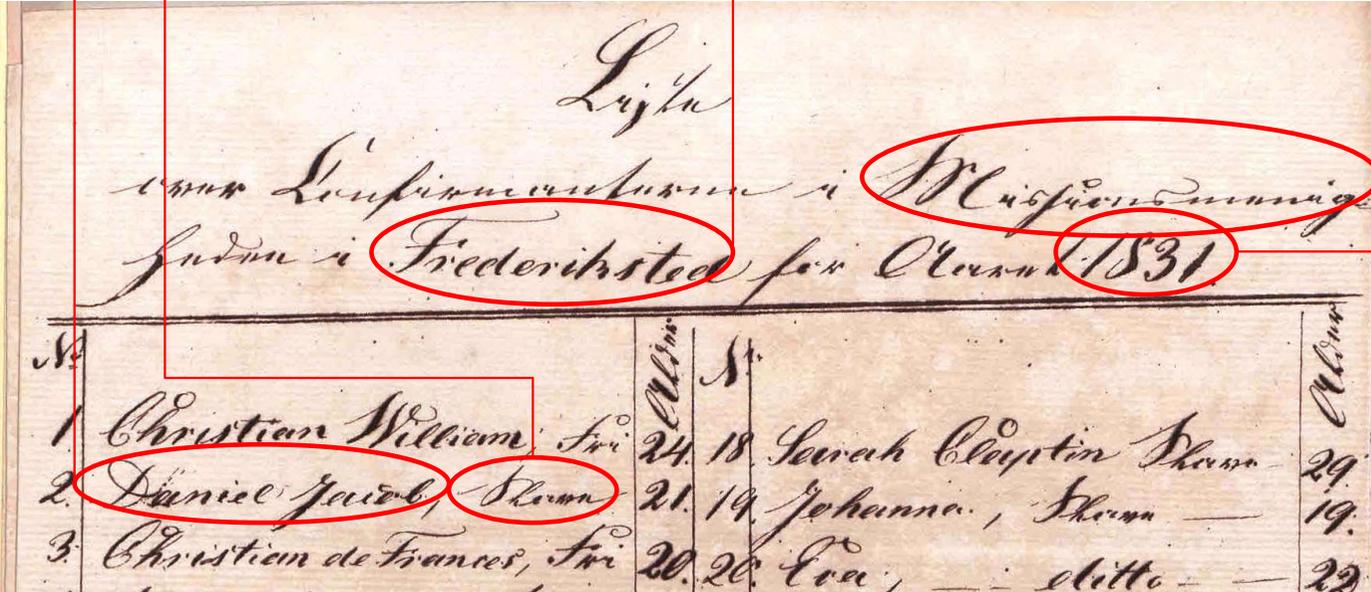
- a. Your comments: You can enter any comments you may have on what you have typed here. This also applies if you have background knowledge about the persons or places that appear in the document. You should be aware that your comments will be visible to everyone on the website.
3. Personal names should 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 that 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 in sentence, write [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 (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

Name: Daniel Jacob	Year: 1831
Slave or free: Slave	Church: Missionsmenigheden
Location: Frederiksted	



The image shows a handwritten church record on aged paper. At the top, the word "Lijte" is written in cursive. Below it, the text "Lijte over de Missionsmenigheden i Frederiksted for Aarsket 1831" is written in cursive. The words "Lijte", "Frederiksted", and "1831" are circled in red. Below this is a table with three columns. The first column contains numbers 1, 2, and 3. The second column contains names: "Christian William, Fri", "Daniel Jacob, Skoon", and "Christiam de Frances, Fri". The third column contains numbers: "24. 18", "21. 19", and "20. 20". The fourth column contains names: "Sarah Clayton Skoon", "Johanna, Skoon", and "Eva, ditto". The fifth column contains numbers: "29", "19", and "22". The words "Skoon" and "ditto" are also circled in red.

1	Christian William, Fri	24. 18	Sarah Clayton Skoon	29
2	Daniel Jacob, Skoon	21. 19	Johanna, Skoon	19.
3	Christiam de Frances, Fri	20. 20	Eva, ditto	22