End User Key

Transcriber added elements	Clarification
[italicised brackets]	Editorial comment left by the transcriber to offer explanatory text or add further context. • used to show where a letter has been signed by the original scribe • A question mark shows an uncertain word not able to be guessed.
[square brackets single] [[square brackets double]]	Editorial insertions made by the transcriber, that are not a part of the original text of a letter. These can denote: • A page number or catalogue reference code. • It may also show added punctuation by a transcriber • An expanded abbreviation • To describe a pictorial feature such as a logo (the word logo does not appear in the letter, so it is described)
<angle brackets> Similar function to square brackets which are detailed above	Editorial insertions made by the transcriber, These can denote: • an original scribes' self-correction • a word that is thought to be unreadable/difficult to read but the transcriber has guessed at the word • a word deduced from context added by the transcriber. (This may also be shown in a square bracket)
~~deleted word~~	A strike through will represent original scribes crossed out words, but the transcriber is still able to read the word
[* *]	Asterisks are used inside square brackets to show Handwritten annotation/additions on a typescript document. This differs from editorial insertions and editorial comments. Completely handwritten documents will not be encased in these brackets.

NB. Please note that transcription work is ongoing, if you have any suggestions on how to improve a transcription, please get in touch on our contact page. Permission to quote from any letter still requires permission from the appropriate rights holder.