



# FREEDMEN'S BUREAU TRANSCRIPTION PROJECT

## SMITHSONIAN TRANSCRIPTION CENTER

### Mississippi Freedmen's Bureau Records Style Sheet

This style sheet provides guidelines and tips for transcribing and reviewing Freedmen's Bureau Records.

#### Usage

Freedmen's Bureau documents usually use American spelling; however, be on the lookout for the occasional British spelling convention (e.g., honour)

“fs” within a handwritten word stands for a double-s (old style of handwriting)

To the best of your ability, record information as it actually appears. Do not correct misspellings, typos, or punctuation errors. Do not note such errors with [sic].

Run-in text rather than transcribing line endings as they appear. (In other words, don't press Enter at the end of each line of text.)

#### Dates and Numbers

Do not use superscript symbol (^) when transcribing dates. (May 24th; not May 24<sup>th</sup>)

#### Punctuation and Typographical Style

Represent punctuation as it appears in original documents, *but* do not preserve end-of-line hyphenations.

Do not use superscript symbol (^) when transcribing proper names (McDonald, not M<sup>c</sup>Donald)

Do not transcribe hand-drawn lines on letter covers, etc.

&c typical symbol for etc.; take care when transcribing not to type “and” for “&c”

Don't worry about spacing between abbreviated letters (e.g., B.R.F. & A.L. or B. R. F. & A. L. are okay)

#### Permitted Double-Bracketed Notations

Note that double-bracketed notation opening tags (e.g., `[[strikethrough]]`) must have corresponding closing tags (e.g., `[[/strikethrough]]`)

`[[stamp]]` transcription of text of rubber stamp `[[/stamp]]`

[[strikethrough]] transcription of text that has been crossed out by author [[/strikethrough]]

[[sketch]] OR [[image]] description of drawing or image represented [[/sketch]] OR [[/image]]

Per new instructions (updated 2019) no need for bracketed notations for underlined words, insertions in the text, signatures, start and end pages, or preprinted text.

### **Alt Codes for Special Typographical Characters**

(See <https://www.alt-codes.net/> for additional alt codes)

long dash alt-0151

½ alt-0189

| (pipe) alt-124

### **Useful Web Sites**

*Complete Army Register of the United States for One Hundred Years (1779-1879.)*

<https://books.google.ca/books?id=ywBDAQAAMAAJ&printsec=frontcover#v=onepage&q&f=false>

Lexico Dictionary (“Powered by Oxford”)

<https://www.lexico.com/en>

“List of American Civil War Brevet Generals (Union)”

[https://en.wikipedia.org/wiki/List\\_of\\_American\\_Civil\\_War\\_brevet\\_generals\\_\(Union\)](https://en.wikipedia.org/wiki/List_of_American_Civil_War_brevet_generals_(Union))

“List of Counties in Mississippi”

[https://en.wikipedia.org/wiki/List\\_of\\_counties\\_in\\_Mississippi](https://en.wikipedia.org/wiki/List_of_counties_in_Mississippi)

*Merriam-Webster Online Dictionary*

<https://www.merriam-webster.com/>

*Mississippi Encyclopedia Online*

<https://mississippiencyclopedia.org/>

*Official Army Register of the Volunteer Force of the United States Army for the Years 1861, '62, '63, '64, '65.*

<https://books.google.ca/books?id=eCcfAAAAMAAJ&printsec=frontcover#v=onepage&q&f=false>

“Records of the Field Offices for the State of Mississippi, Bureau of Refugees, Freedmen, and Abandoned Lands, 1865–1872”

<https://sova.si.edu/record/NMAAHC.FB.M1907?s=0&n=10&t=C&q=M1907&i=1>

“Search for Soldiers – The Civil War”

<https://www.nps.gov/civilwar/search-soldiers.htm>

### **A – C**

Ambrook, Charles (A. S. Commissioner 1865)

*Smithsonian Transcription Center. Created by Digital Volunteer Beth Graham. Last Updated: May 2020*

<https://transcription.si.edu/freedmensbureau>

Austin, Charles G.  
Barnes, S. D. (Lieut; AAA General Northern District Mississippi 1865)  
Bell, G. W. (Captain and Assistant Commissioner 1865)  
Birdsong, J. J. (Agent Brownsville 1865)  
Boicourt, Jas. (Agent [?] Lauderdale, 1865)  
Buchwalter, Edward L. (sometimes spelled Buckwalter in documents; put correct spelling in Notes field)  
Bureau of Refugees, Freedmen, and Abandoned Lands (B.R.F. & A.L.)  
Burton E. H. (Provost Marshal & A. A. Comr. 1865)

#### **D – F**

Free, T. S. / T. Sargent (Assistant Inspector General)

#### **G – J**

Gellhousen, Capt. (58<sup>th</sup> Ohio)  
Gest, Lewis H. (SOVA information gives first name as Louis)  
Heartt, George B.  
Hernando (county seat of DeSoto County)  
Howard, C.H. (younger brother of O.O. Howard; works at headquarters in Washington)

#### **K – O**

Kemper, A. (Capt. and Asst. D. S.; later Subcommissioner Natchez)  
Kosciusko (county seat of Attala Co.)  
McAlpine, T.D.  
McCleery, James (45<sup>th</sup> Infantry)  
Medical Purveyor (job title)  
Meigs, M.C.  
Morrow, Dr. (13<sup>th</sup> Indiana Cavalry)  
N.D.M. (Northern District of Mississippi)  
Okolona, Miss.

#### **P – R**

Qurs. (sometimes used as abbreviation for Quarters)  
ratio; “in proper ratio” (used in labor contracts for amounts of provisions)

#### **S – Z**

sd – usually appears as (sd) (abbreviation for signed)  
S.O. (Standing Order)  
up a stump (in a situation too difficult to manage, per <https://www.lexico.com/en/definition/stump>)  
vice (in sense of “substitute for”)  
Vogell, H. C., Dr.  
Whittelsey, Henry M.