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^th)

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^cDonald)

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 doube-bracketed notation opening tags (e.g., [[strikethrough]]) must have corresponding closing tags (e.g., [[/strikethrough]])

[[stamp]] transcription of text of rubber stamp [[/stamp]]
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/](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=ywBDAQAAAMAAJ&printsec=frontcover#v=onepage&q&f=false](https://books.google.ca/books?id=ywBDAQAAAMAAJ&printsec=frontcover#v=onepage&q&f=false)
- Lexico Dictionary (“Powered by Oxford”)
- “List of American Civil War Brevet Generals (Union)”
- “List of Counties in Mississippi”
- Merriam-Webster Online Dictionary
  [https://www.merriam-webster.com/](https://www.merriam-webster.com/)
- Mississippi Encyclopedia Online
  [https://mississippiencyclopedia.org/](https://mississippiencyclopedia.org/)
  [https://books.google.ca/books?id=eCcfAAAAMAAJ&printsec=frontcover#v=onepage&q&f=false](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](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](https://www.nps.gov/civilwar/search-soldiers.htm)

**A – C**

Ambrook, Charles (A. S. Commissioner 1865)
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. (58th 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 (45th Infantry)
Medical Purveyor (job title)
Meigs, M.C.
Morrow, Dr. (13th 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.