Notes for Transcribing Street Directories

When Saving Files

- Use the filename: Year_Street name _page number(s) of directory_SD_ own initials (or name)
- Note that the page number(s) to be included are those at the very top of the page of the directory you are transcribing. If there are two numbers, separate them with an 'and'. The relevant number(s) also appear in the first column of the transcription.
- Please do not confuse this with the image reference.

General

- Don't use the symbols * ? or .
- Be careful of the auto-fill, e.g. you may be trying for Geo but get Geo J H instead, as this is in Word library.
- &c. means etc., Enter it as &c
- If you come across a mistake that is also in a previous file, correct both files.
- Some street names appear more than once, for example there are two George Streets, one in Brighton and one in Hove, make sure you use the correct one.
- The spelling of some street names may change subtly over time, for example Gardner Street is sometimes Gardener. Spell the name as you find it in the directory.

Year of Publication & Street Name

- Enter information as required.

Directory Name & Directory Publisher

- Enter the directory name as required.
- If you are confident that you know how to find out the directory publisher, enter as required. This field can be left blank if you're unsure of the publisher or the process for finding it out.

Image reference

- This is the internet address of the image you are viewing to extract the street directory details; it will always end with ".jpg". Simply copy and paste this internet address into the box.
- **NB**. This means that, if the street details you are researching are on more than one image page (for example image page 251 and 252), you must enter each page on a separate spreadsheet.

Volunteer name

- The volunteer name will be published if this box is completed. Therefore, if you do not want your name published, this can be left blank.

Page Number

- This is the page number of the printed directory you are looking at. Typically, the image reference you are looking at will show two printed pages, one on the left and one on the right. Simply copy the relevant page number. This means your spreadsheet might have two different page numbers; you don't need to start a new spreadsheet for a different printed page.

- **NB.** This is different from the process for recording the image reference, as set out above, where there can be only one image reference per spreadsheet.

House Number, Name or Identifier

- Enter the relevant details as shown, including for churches, schools, castles and pubs, etc. For example, if a directory shows "7, Rock Inn", you would enter 7 into the House Number box and Rock Inn in the House Name box. (You would also put Rock Inn in the Name of Business box.)
- Don't use the symbols / and - except in a fraction.
- The Identifier box is for information such as a flat number or suffix. For example, 52A would be shown by entering 52 into the House Number box and entering A into the Identifier box.
- 1-5 would be input as either 1,3,5 if the street used alternating street sequence, or as 1,2,3,4,5 if the street used sequential numbers. If you're unsure which to use, then ask one of the senior volunteers. In these circumstances DO NOT use one line for each number because this will be open to misunderstanding; e.g. if one person occupies two premises it could be interpreted as two people with the same name at adjacent properties if they are shown on two lines. Including both numbers on one line makes clear that it is the same person. The same principle applies to businesses.
- If there are two or more people listed at a single address, duplicate the house number, house name or identifier down across as many rows as is required to enable you to write one person against each number/name/identifier.

Title

- Where this is provided, enter the data as written, e.g. the Misses, Mrs, Rev. Please note that esq is to be included in the qualification column.

Surname

- If you can't read the surname properly, check the part of the directory which is alphabetical by name, such as 'General Directory' or 'Private Residents'. Also check the previous and next directories which may have clearer text.

Forename

- Enter this as shown with spaces between initials, e.g. Geo B C

Qualification

- Write these without full stops and maintaining gaps within an individual qualification/award where they are used, e.g. FDS FRCS ENG. If there is more than one qualification, separate them using a comma e.g. FDS FRCS ENG, OBE. The designation "esq" is to be included in this column. If you're in doubt how to set out the qualification, try looking on line. If you still have a problem, ask a senior volunteer.

Name of Business

- Write and capitalise what's shown.
- This includes churches, schools, castles and pubs, etc.
- If the name is hard to read, there may be an alphabetical commercial directory which you can cross-reference.
- If there is a person's name with initials, for example with 'Jones A.F. & Son', it should be written Jones A F & Son.

- An entry such as Rita's café, i.e. with a lowercase 'c', should be split; with Rita's entered in the Business Name, and cafe in the occupation/business activity. However, Rita's Café with an uppercase 'c' should be put wholly in the Business Name.

Occupation

- Use lowercase.
- Use full names e.g. grcr is grocer

Phone

- Enter as shown, e.g. '432a Corp'.

MHMS Contributor Notes

- Make sure any notes you write will make sense to other people.
- Use this column, for example, if the name is fairly illegible, or there are minor changes in names between each year, e.g. Steadman changes to Stedman.