

# Editorial Method of the Wilford Woodruff Papers Project

The Wilford Woodruff Papers Project publishes documents (at [wilfordwoodruffpapers.org](http://wilfordwoodruffpapers.org)) that were written or dictated by Wilford Woodruff and documents that were written to and for him, as with incoming correspondence.

Images of the documents are published online adjacent to accurate, searchable transcriptions. These images and transcriptions are supplemented by reference material including biographical sketches, geographical data, images of Wilford Woodruff, and a timeline of his life in relation to other events.

## Document Selection

Original documents are featured when they are extant. When the original no longer exists the earliest extant version of the text is featured. Multiple versions of some Wilford Woodruff documents were created during his lifetime. When, in rare instances, a later version is featured, the reasons for doing so are explained.

## Transcription Rules

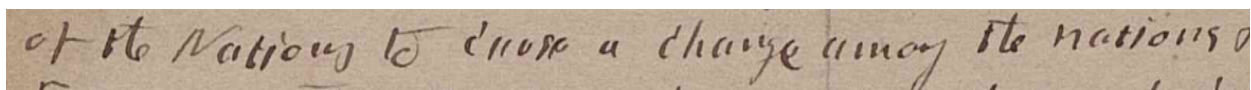
The Wilford Woodruff Papers uses the style known as *expanded transcription*. The transcripts render most words letter by letter as accurately as possible, preserving the exact spelling of the originals. This includes incomplete words, variant spellings of personal names, repeated words, and irregular grammar. The transcripts also preserve substantive revisions made by the original scribes.

Document transcriptions are verified at least twice. The first verification is done by the transcriber. The second is done by a reader and a verifier working together, double checking every aspect of the transcription. As needed, a third verification is done by a text expert to resolve any discrepancies.

Document transcription requires informed but subjective judgments. Wilford Woodruff's documents require more subjective judgment than most. The following rules govern these judgments.

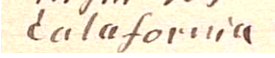
### Case

Woodruff used upper case, lower case, and his own form of middle case letters. Where a capital letter is clearly formed differently than a lowercase letter, as in *A* and *a*, *B* and *b*, but not *C* and *c*, we capitalize the letters Woodruff capitalized regardless of standard usage. For example, Wilford's journal entry for January 23, 1853 reads in part: “. . . of the Nations to cause a change among the nations . . .”

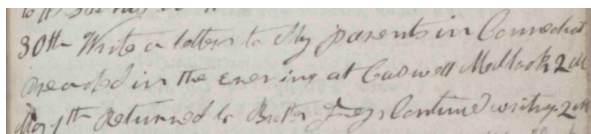


*Nations* is capitalized in the first instance and rendered lower case in the second instance, per Wilford's usage.

When upper and lower case letters are the same shape, as in *C* and *c* but not *D* and *d*, the letters are only capitalized when they are unmistakably upper case, not simply enlarged or middle case.

For example, in this instance  *calafornia* is transcribed with a lowercase *c*.

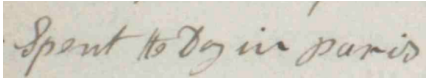
Wilford's letters are only capitalized when editors judge that he clearly intended a capital letter *or* he used a middle case letter to begin a proper noun. For example, in this entry Woodruff wrote



“Write a letter to My parents in Connecticut, preached in the evening at Caswell Medlock May 1<sup>st</sup> Returned to Brother Freys Continued writing.” Though the size and shape of the middle case *C* that begins the words *Connecticut*, *Caswell*, and *continued* is similar, *continued* is transcribed with a lower case while the middle case that begins the proper nouns *Connecticut* and *Caswell* is raised to upper case.

Middle-case letters are rendered as lower case unless they begin a sentence or a proper noun, as

in the place name Chalk Level: 

Proper nouns that begin with a lower case letter are transcribed in lower case, as in “Spent the day in paris . . . .” 

## Revisions

Cancellations and insertions are also transcribed letter by letter when an original word—such as “sparingly” or “attend”—was changed to a new word simply by canceling or inserting letters at the beginning or end of the word—such as “sparingly” or “attend<sup>ed</sup>.” When Woodruff revised “these” to “there,” the revision is transcribed as “thesre” when the correction was made in the original flow of the writing. It is rendered as “thes<sup>r</sup>e” when the change was made after the fact. A manuscript reading “Wilford & and Phebe” will be rendered that way in the transcript.

## Redactions

According to The Joseph Smith Papers, in 1843 Joseph and Emma Smith, Wilford and Phebe Woodruff, and others received a sacred ordinance. Wilford recorded some of those instances in his 1843 journal. In later journals he recorded many instances of persons receiving the same ordinance. Because The Joseph Smith Papers mentions this ordinance and says that Wilford Woodruff “often referred” to it in his journal, what Wilford wrote in those journal entries is transcribed at wilfordwoodruffpapers.org. However, references to the ordinance remain redacted

in the images of Wilford's journal entries. The Wilford Woodruff Papers does not annotate or otherwise expound on these entries other than referring back to The Joseph Smith Papers.

## Dates

Dates are standardized throughout. A manuscript reading "on Thirsday 31<sup>th</sup>st<sup>^</sup> arrived at Farmington" will be rendered "on Thirsday 31st arrived at Farmington." In dates where one letter is missing ("2<sup>d</sup>"), the letter is supplied without brackets: 2<sup>nd</sup>.

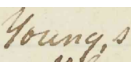
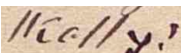
When quotation marks are written after a date, such as Jan. 1", Jan. 2", Jan. 3", Jan. 4", the marks are replaced with the proper superscript ordinal indicators: Jan. 1<sup>st</sup> Jan. 2<sup>nd</sup> Jan. 3<sup>rd</sup> Jan. 4<sup>th</sup> without brackets.

## Punctuation

If a letter or punctuation is ambiguous, deference is given to the writer's usual spelling and punctuation. Where this is ambiguous, modern spelling and punctuation are favored. Readers may compare the transcripts with the document images on the website to see how these rules are applied.

Punctuation is transcribed differently from how it appears in the manuscripts in the following instances. Single instances of periods, commas, apostrophes, and dashes are all faithfully rendered without regard to their grammatical correctness, except in these cases:

In cases of multiple periods or other punctuation, only one mark is transcribed. Periods are not reproduced when they appear immediately before a word with no space between the period and the word. Periods are not reproduced when they appear immediately before or after numbers (as "18.36" or ".7. men rode") if not intended to indicate the end of a sentence. Periods in dates, as in Dec. 3. 1849, are changed to commas to conform to modern usage, so Dec. 3, 1849.

A comma at the end of a sentence is transcribed as a period. When there is no punctuation at the end of a sentence but extra space after the last word and a capital letter begins the next word, a period is added at the end of the sentence. If the sentence is a question, a question mark is added. The exception to this rule of adding terminal punctuation occurs when the sentence ends at a line break, in which case no punctuation is added. Commas used as apostrophes are changed to apostrophes, as in Young's here  and in Kelly's here .

Numbers are punctuated for clarity. When "1,00" indicates one dollar, it is rendered as "1.00," so too when "100" means "1.00," but "1000" is not changed to "1,000."

Dashes of various lengths are standardized to a consistent pattern. A dash used as a period is transcribed as a period. Dashes used to insert thoughts are rendered as [word]em-dash[word] (ex: said—He).

The short vertical strokes commonly used in early American writing to signify an abbreviation are transcribed as periods unless the abbreviation is expanded in square brackets.

A horizontal line that signifies a break is indicated by a paragraph break in the transcription. A large space in the middle of a line, where one thought clearly ends and a new one begins, is also transcribed as a paragraph break.

Ellipsis marks appear in the featured text only where they occur in the original manuscript. When used, they are standardized to a consistent format. They only represent an editorial abridgment if they are enclosed within square brackets [like this . . .].

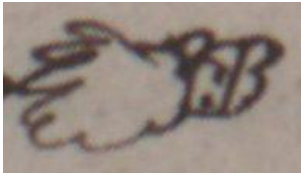
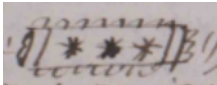
When quotation marks are used at the beginning of each line of quoted text the quotation is transcribed as a block quote without the original quotation marks.

## Figures

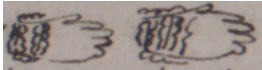
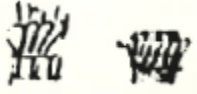
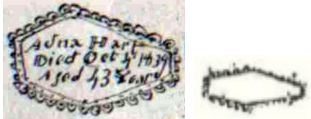
Drawings and symbols are not reproduced but noted in brackets as [FIGURE] or, in cases of more than one, [FIGURES].

Wilford Woodruff sometimes included names and dates within a decorative border to emphasize a location or an event, such as a wedding or the death of a loved one. In such cases, the words inside the border will appear after the bracketed [FIGURE].

Wilford Woodruff often incorporated symbols in his journals to mark the events and important actions he included in his annual end-of-year summaries. For example, he listed letters written and received, ordinances administered, meetings held, and miles traveled. The most common symbols that he employed and their most likely interpretations are:

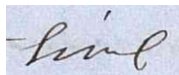
Symbol	Meaning	Dates used
 <p>Fingers/hand and shirt sleeve cuff facing left</p>	<p>Almost all of these images directly follow or precede Wilford's account of writing or receiving a letter.</p> <p>Also "hand of fellowship" to indicate Wilford's meeting or conversation with someone</p>	<p>First instance March 30, 1838. Used 1838 to 1840 = writing/receiving a letter</p> <p>1840 to 1897 = writing a letter</p>
 <p>Box or piece of paper with dots</p>	<p>Almost all of these images correspond with Wilford's receipt of letter(s); the dots indicate the number of letters received on a particular day</p>	<p>1839 to 1897 = receiving letter(s)</p>



 <p>Cuff of sleeve and hand facing right</p>	<p>Most of these images relate to receiving letters; a few relate to meeting or visiting someone.</p>	<p>1838 to 1856 = receiving a letter or letters</p>
 <p>Crown or ship?</p>	<p>This image occurs 416 times associated with important meetings: meetings of the Quorum of the Twelve; meetings related to the migration to Utah and travel as a missionary; temple ordinances and meetings when he served as Temple and then Church President</p>	<p>1839 to 1847 = Quorum councils or meetings after his ordination as an apostle  1847 to 1850 = meetings regarding travel  1850 to 1877 = Quorum or council meeting  1877 to 1898 = temple ordinances and meetings</p>
 <p>Casket</p>	<p>Relate to a death or funeral; the name or initials of the individual are usually written inside the drawing</p>	<p>1833-1898</p>

## Spelling

Wilford Woodruff often combined letters such as *ed*, *ny*, *ce*, and *ing*. He consistently combined two or more letters into one, as in *covered*, where the final *ed* is not fully formed, or *since*,



where the *c* and the *e* are not distinctly formed. In many of these cases it is clear that Woodruff was forming at least parts of all the letters in *ing* or *ed* and similar endings. In the consistent cases of combined letters the transcription does not differentiate between when Woodruff formed at least part of a letter and when he did not. In other words, all instances of *coverd* are transcribed as *covered*, all instances of *edifyng* are transcribed as *edifying*, and all instances of *circumstanc* are transcribed as *circumstance*. However, in cases where the patterns of Wilford's writing make it easy for readers to determine a missing letter, as in *evry* instead of *every*, missing letters are not supplied in the transcription. In cases where more than one letter is not fully formed or missing, as in *commd* for *commenced*, all of the missing letters are added in square brackets, as in *comm[ence]d*.

## **Errors**

Incorrect dates, place names, and other errors of fact are transcribed as they appear in the original. The Latin abbreviation *sic*, sometimes used to affirm original misspelling, is not used. However, where words or phrases are especially difficult to understand, editorial clarifications or corrections are inserted in brackets.

Incomplete or misspelled proper names are linked to the person to whom they refer. Correct and complete spellings of personal names are supplied within a hyperlink to the person's biographical information the first time each incorrect or incomplete name appears in a document (or natural subdivision of a lengthy document, such as each entry in a journal), unless the correct name cannot be determined.

Place names that may be hard for readers to identify are clarified or corrected within brackets. When two or more words are inscribed together without any intervening space, and the words were not a compound according to standard contemporary usage or Wilford's consistent practice, a space is inserted between the words. Journal entries appear in their original sequence, retaining any out-of-order or duplicate entries, which are noted in brackets such as: [inserted upside down at bottom of page].

## **Organization and Notations**

To aid readers in navigating Wilford's journals, standardized headings for each journal entry, including dates and days of the week, are added in a bold typeface. Original dates are retained in the transcript. Dates Woodruff inserted later are not included in the transcript, however. Original or implied page numbers are not reproduced. Paragraphs in the original journal entries are indicated by a blank line. Blank space of more than a few lines in the original is noted. Extra space between words or sentences is not noted unless it appears that Woodruff left space as a placeholder. When hyphens are used to break words at the beginning of a new line, the hyphen is transcribed at the end of the previous line where the word breaks. When a word breaks and there is no hyphen in the original document, a hyphen is not supplied in the transcription.

Words written sideways are transcribed in the usual horizontal way after [sideways text] and followed by [end of sideways text]. Text written upside down is transcribed right side up after [upside-down text] and followed by [end of upside-down text].

Tables in the original documents are not reproduced in the transcription. The writing inside tables is transcribed. Vertical columns and the marks that separate them are not reproduced in transcription. Rather, the text in each column is transcribed as usual. Users may refer to the image of the document for visual reference.

Mathematical equations are reproduced in the transcription in single lines with a space between each symbol, such as "1 + 1 + 1 + 1 = 4."

An address or other text written on the front of a letter is transcribed, insofar as can be discerned, in the order in which it was inscribed. Archival marks and other notations added long after the original inscription of a document are not transcribed.

Changes in ink color are noted in the transcription when they could provide clues about the composition process.

Clerical notations (such as signatures or posting endorsements, often written on the back of a document or a document wrapper) are transcribed as insertions if they were made at the same time the document was created. If contemporary or later notations are integral to the document's creation, as in the case of payment notations on a bond, they are transcribed as original text, not insertions. Some types of notations, such as later archival markings, are not transcribed.

Redactions by editors or historians, such as those used for drafting history based on Wilford's journals, are not transcribed. Notes written on letters and other documents by archivists or clerks are not transcribed. Redactions by Wilford are the exception to this rule. His revisions to his own writings are transcribed.

## Printed Sources

In transcripts of printed sources, typeface, type size, and spacing have been standardized. Characters that were typeset upside down are corrected. When the featured text is illegible due to broken or worn type or damage to the page, it is recovered from another copy of the text if possible.

## Transcription Symbols

The following symbols are used to transcribe and expand the text:

[Woodruff] Square brackets enclose editorial insertions that expand, correct, or clarify text. They may be applied to the abbreviated or incorrect spelling of a name, such as Wilford Woodr[u]ff, or to a place, such as Westville [Wesleyville]. Obsolete or ambiguous abbreviations are expanded with br[acket]s. Bracketed insertions also provide reasonable reconstructions of badly miss[p]elled words [words]. Missing or illegible words may be supplied within brackets in cases where the supplied word is based on textual or contextual evidence, as in fami[ly]. Aside from exceptions noted above, bracketed punctuation and capitalization is added only when it would otherwise be difficult for a reader to discern the meaning of the text without it. Descriptions of the writing medium that inhibit legibility are bracketed, as in [hole burned in paper], [page torn], [9 lines blank], [page blank].

[*Woodruff*] Italicized brackets indicate conjectured insertions, such as entire words [*accidentally*] omitted, where it is difficult to maintain the sense of a sentence without some editorial insertion. An illegible word is represented by the italicized word [*illegible*] enclosed in brackets. If more than one word is illegible the number of words is indicated as, for example, [*3 illegible words*].

-[Woodruff]- Stylized brackets represent brackets used in the original text.

◇ An illegible letter or other character within a partially legible word is rendered with a diamond. Repeated diamonds represent the approximate number of illegible characters, as in sto◇◇◇s.

underlined Underlining is typographically reproduced. Multiple underlines are transcribed as a single underline. Individually underlined words are distinguished from passages underlined with one continuous line. When underlining includes leading and trailing spaces, it indicates handwritten portions of preprinted forms.

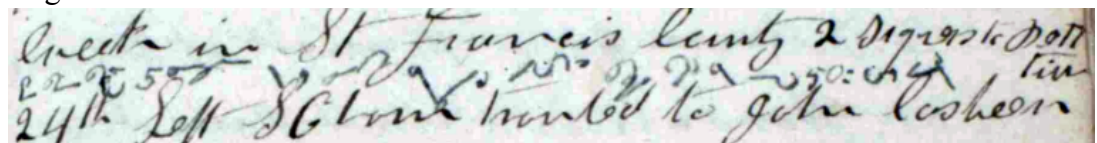
<sup>superscript</sup> Superscript text is typographically reproduced.

~~canceled~~ A single horizontal strikethrough bar indicates any method of intentional cancellation: strikethrough and cross out, wipe erasure and knife erasure, overwriting, or other methods. ~~Individually canceled words~~ are distinguished from ~~passages eliminated with a single cancellation~~. Characters individually canceled at the beginning or end of a word are distinguished from ~~words canceled in their entirety~~.

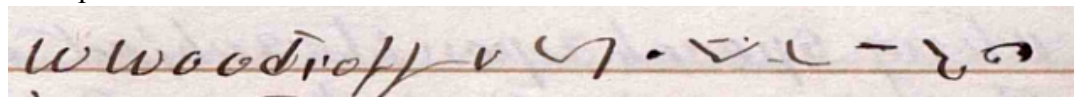
<sup>insertion</sup> Insertions in the text—whether interlinear, intralinear, or marginal—are enclosed in two carets. Letter<sup>s</sup> and other characters individual<sup>ly</sup> insert<sup>ed</sup> at the beginning or end of a word are distinguished from <sup>words</sup> inserted in <sup>their</sup> entirety. Carets are not used when around text written above or below a line when the writer simply ran out of room on the line and wrapped the text as a result.

[writer] Different writers of the same document are identified in square brackets. If the writer's identity is known, the name is included: [Leonard John Nuttal]. If the writer's identity is not known, it is indicated as: [unknown writer].

{shorthand} Instances of Taylor shorthand (a system of phonetic symbols published by Samuel Taylor in 1786) and Pitman shorthand (a system of symbols published by Isaac Pitman in 1837) are expanded into longhand in the transcribed text and enclosed by {braces}. Conjectured editorial insertions are represented as {[shorthand?]} Example of Wilford Woodruff's Taylor shorthand written interlinearly between longhand:



Example of Wilford Woodruff's Pitman shorthand:



{{Deseret}} Instances of Deseret Alphabet—a phonetic system of symbols created in the 1850s at the request of Brigham Young and used in some publications and journals, including Wilford Woodruff's, until 1877—are enclosed by {{stylized double braces}} with transliterations. Sample of printed and written Deseret Alphabet:

