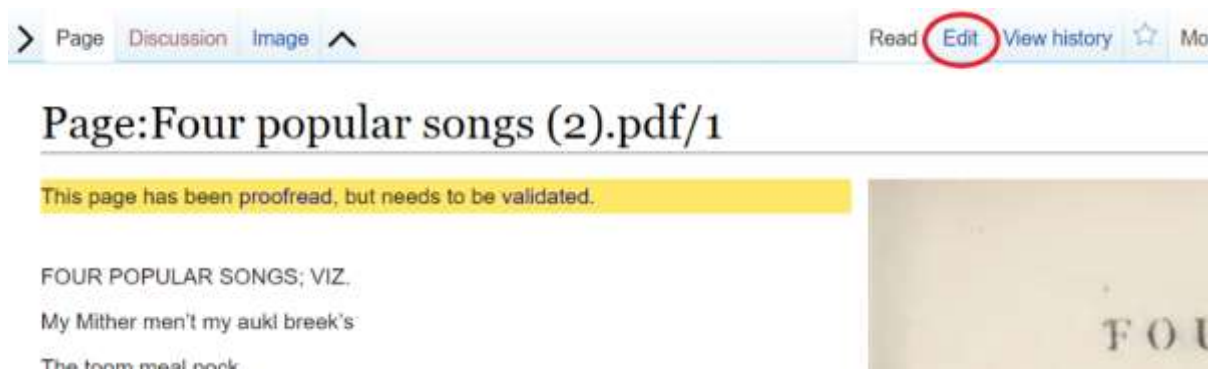


National Library of Scotland Wikisource Project: Validating and Transcluding Guide

The process behind this is very similar to that of proofreading, but instead you'll be checking what another user has already proofread. We are proofreading the text for a second time but are mainly focusing on the formatting required.

1. When pages are marked as being proofread (yellow), they then need to be validated *by a different user than the one who initially proofread the page*.
2. Identify an item which has the status "Awaiting Validation"
3. Put your name/initials in the "Validate" column.
4. The process behind this is very similar to that of proofreading, but instead you'll be checking what another user has already proofread.
- 5.



- a. Click on Edit and review the page, making any necessary changes (make sure to Show Preview if you do make changes, to make sure nothing has gone wrong).
- b. Then, at the bottom, you will see an extra green button that is not available in the initial proofreading round:



Click on the green button when you are satisfied the transcription is correct and click "Publish changes"

Common elements to look out for when Validating:

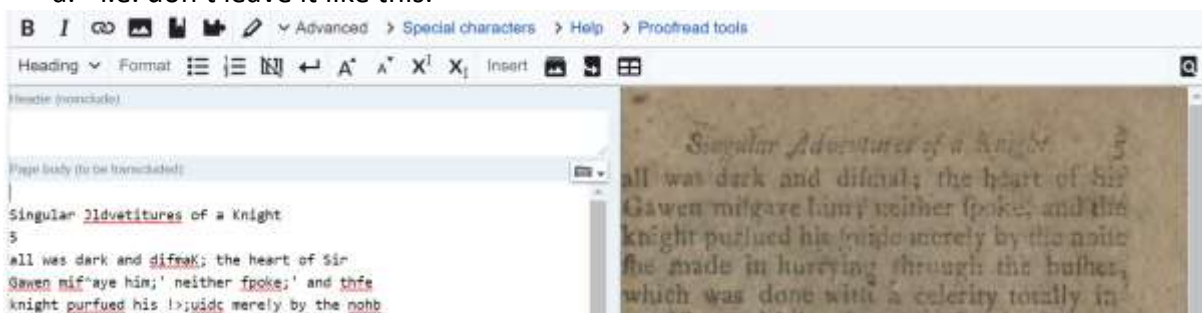
1. Aligning the text to reflect page placement:
 - a. Right align using `{{right|text}}`
 - b. Centring using `{{center|text}}`.
 - c. To justify text in alignment, insert 'block' before the alignment, e.g. `{{block left|text
text}}`.
2. For prose, spacing between lines and paragraphs:
 - a. Remove line breaks inserted by the OCR, and separate paragraphs by one blank line (by pressing Enter twice)
 - b. No indents on paragraphs
 - c. Put a `{{nop}}` when paragraphs end at the bottom of a page, otherwise this will automatically be joined up in transclusion.

3. For poetry, spacing between lines and paragraphs:
 - a. Remove line breaks from overflow lines
 - b. Type `
` at the end of each line in a stanza, with the exception of the last line
 - c. If a line in the original poem is indented, type `{{em}}` at the beginning of the line
 - d. Use a blank line between stanzas
 - e. Put a `{{nop}}` when a stanza ends at the end of a page, otherwise the last line runs on to the next stanza.

4. Reflect formatting of the original as far as possible using text formatting and sizing templates:
 - a. Sizing the text so that it relatively reflects the appearance of the page as far as possible `{{x-larger|text}}` or `{{xx-larger|text}}`
 - b. Marking italics and bold sections
 - c. Marking drop caps with the template `{{di|X}}`
 - d. Including horizontal lines using `{{rule}}` - you can change the size by adding a percentage after the tag `{{rule|10%}}`
 - e. Use `{{gap}}` to insert a gap in the text
 - f. Capitalisation. If the capital letters are the same size as the normal text, use `{{smallcaps|text}}`
 - g. For longer dashes in the text, `{{longdash}}` can be used
 - h. To add extra spacing between letters, use `{{sp|Text}}`
 - i. Either modernisation to 'S' or `{{ls}}` is acceptable in the case of the long 's'
 - j. In general, if a work has been added by another Wikuser and more detail has been added to coding, this additional detail should be retained.
 - k. Section breaks are managed at transclusion stage, if other Wikisource users have inserted these, leave them as they are.
 - l. Where there are symbols/ornaments in the image (e.g. between sections) that cannot be found in the "Special characters" editing bar, many can be found here: <https://en.wikipedia.org/wiki/Dingbat>

5. Additional formatting when working on poems:
 - a. If a poem is entirely contained in a single page, wrap it with `{{block center|` before the title (or first line) and `}}` at the end of the last line.
 - b. If a poem is split across one or more pages, then type `{{block center/s}}` on a line by itself before the title (or first line) and type `{{block center/e}}` in the **footer box** on the first page. On the middle pages type `{{block center/s}}` in the **header**, and `{{block center/e}}` in the **footer**. On the last page of the poem, type `{{block center/s}}` in the **header box** and type `{{block center/e}}` on a line by itself after the last line of the poem.

6. Page titles and numbers in header box so that it will not be included in transclusion.
 - a. i.e. don't leave it like this:



- b. Extra note about this: For the example above, you can see the header is in line with the page number. I don't know how important it is, but it looked a bit strange to me to just write 'Singular Adventures of a Knight. 5' and instead I found mark-up that looks a lot better in the preview:

- i. `{{RunningHeader|Singular Adventures of a Knight.|5}}` which I got from https://en.wikisource.org/wiki/Help:Page_numbers
 - ii. And if the page number is on the left, you just put the 5 between the first two vertical lines instead
- 7. “Missing image” tags - when images are in the text, mark these with a `{{missing image}}`. These pages should be left as ‘Problematic’ but texts can still be published.
If there is an ornate border, this should be flagged as if it is a missing image.
- 8. When coming across printing errors the process now is to use `{{SIC|typed word|presumed word}}`. For example, `{{SIC|eonfidence|confidence}}`. This should not be used for archaic spellings. These should be used in the case of duplicate w The advantage of this is that other users will not then correct these later by proofreading.
- 9. Generally, the illegible tag is only used when text is completely indeterminable, in these cases the `{{illegible}}` will still be used.
 - a. **If a word/part of a word has been clipped during scanning and can be reconstructed based on the context**, we should use the `{{reconstruct}}` tag. This will replace many of the `{{illegible}}` tags created by proofreaders, but not all of them.
 - i. For example, if the word "apparition" had been clipped during scanning so only the text "parition" appeared on the text, then we would use this template and write `{{reconstruct|apparition}}`. Only do this when it is obvious what the missing text is. In the preview, it will look like this: **He saw an (apparition) of his wife.**
- 10. Remove spacing around punctuation. For example, “ Hello ! ” should become “Hello!”
- 11. It does not matter whether "straight" or “curly” quotation marks are used as long as they are consistent. It may be easier to use straight as they are often the default option on most keyboards.
- 12. Certain templates need to be in a specific order. The easiest way to think about the order of templates, is to put the "where on the page is it" ones outside the "what does it look like" ones.

This means that any alignment coding should be **in front** of coding that will change the detail of the line, for example `{{center|{{smaller|text}}}}` is correct, `{{smaller|{{center|text}}}}` is not.
Another example is ensuring that `<poem>` is on the outside of other templates.
- 13. If all pages are marked as green set the Index: to “done” by using the ‘Edit’ button and then selecting ‘Done’ from the dropdown list under ‘Progress’.
If you have ‘Problematic’ pages due to missing images, please make sure the Index is set to ‘To be Proofread’.
- 14. On the Wikisource OCR spreadsheet, works completed as per these standards should be marked as ‘Ready for Transclusion’. This is because works validated prior to these standards will unfortunately need re-doing. Please add an idea of whether the work is ‘Prose’ or ‘Poetry’ to the comments column, which is useful when we start looking at publishing these works.

Potentially useful links?

List of symbols for common usage: https://en.wikibooks.org/wiki/Unicode/List_of_useful_symbols
More detail: <https://en.wikisource.org/wiki/Help:Templates>

TRANSLUSION

These are the steps to follow for prose works, or for a poetry work where there is only one poem in the text. Occasionally, there are collections of multiple short sections or a mixture of prose and poetry, which should be transcluded as one whole work.

If your prose work is a collection of short stories, or if your poetry work has multiple poems, there is a slightly different process, steps for this are given below.

1. Select your work for transclusion
2. Click 'Edit' at the top right of the Index page, then change the title field to a link by inserting two square brackets around the title – e.g. [[Laird of Ardenoage and the Ghost of Fenhaglen]]
3. When you have updated the Index, the title will then be a link, but it will be red as the page does not yet exist yet.
4. Click on this link, which will take you to a page 'Creating Laird of Ardenoage and the Ghost of Fenhaglen'
5. At the top of the page, add the {{header}} template. Fill in any information you know, leaving any unknown or inapplicable information blank. Do not remove any lines. (XX shows the key information to fill in where available)

```
{{header
| title    = XXX
| author   = XXX
| translator =
| section  =
| previous =
| next     =
| year     = XXXX
| portal   =
| notes    =
| categories = XX / XX / XX
}}
```

6. Check if the work has an author listed by finding the item's record in the NLS catalogue, if there is no author attributed continue to step 8.
7. If there is an author listed, search for them on Wikidata to find the name that they are listed under. For example, 'Madame Genlis' may be the name given on a title page, but the name is 'Genlis, Stéphanie Félicité' in the NLS catalogue, and 'Stéphanie Félicité Ducrest de Saint-Aubin de Genlis' on Wikidata. Use the name as it appears in Wikidata. Putting this name in the 'author' section will allow the web pages to set up automatic links between data sources. Once your work is transcluded you will also need to complete some additional steps given below.

For some authors (e.g. Robert Burns) you will need to select from a disambiguation list, this often involves including the dates in the name to ensure the correct 'Robert Burns' is linked to.

If, for these pamphlets, an author is found like 'Jonathan Swift' or 'Daniel Defoe', I would input the

text: ‘[[X]] is bibliographic antecedent but not author’ into the notes section, as these works may be based on this author’s work but will probably not have been written by this author.

8. Where year is uncertain, the correct format is to show as ‘1850s’, if the NLS catalogue for example says 1850-1860, the correct form on wikisource is to say ‘1850s’
9. For categories, we should try and include:
 - a. categories based on the **form** of work (novel, poetry, song lyrics), which can include the physical format of publication (pamphlet, letter, ephemera).
 - b. categories based on the **language / nationality** of origin.
 - c. categories based on the **subject / topic** of the work (marriage, dogs, women's rights).
 - d. categories based on the **genre** (adventure, historical fiction, tragedy).

E.g. | categories = Chapbooks / Scotland / Travel / Fiction

A fairly quick way of doing this, is to find the item on the NLS category and use the ‘Subjects’ to see if any match the wikisource categories. You have to use pre-existing categories, if you have used a category that doesn’t exist, the link will appear red once the page is published – categories appear at the very bottom of a published page. If you click the ‘Categories’ link, you can search categories to find an appropriate option.

Had some more feedback from Wikisource: We shouldn’t use ‘Sailors’ as a category, but rather ‘Sailing’. This is due to some of the categories applying to author occupation, so if a category looks like it could be an occupation, try and find an alternative.

Where categories overlap, i.e. Scotland and Poetry, you should add the category, ‘Scottish poetry’ - categories are case sensitive so check it has matched.

Other categories that might be relevant are:

- e. Scots poems for poems written in the Scots language rather than in English
- f. Texts in Scots for items that are not poems.
- g. Category:Works originally in Scots]
If we need a category for works that were translated from Scottish Gaelic, this could be created. If, we have a work in Gaelic this should be hosted elsewhere, so flag this if it occurs.

10. Next, Insert the code `<pages index="filename" from=X to=X />` under the header section. This is the code that this will transclude the work. Update the file name to the correct name for your file, and the page numbers to match your work. The file name should be taken from the Title of the Index page.

For example, to transclude all pages from a scan called "Index:Laird of Ardenoige and the Ghost of Fenhaglen.pdf" enter: `<pages index="Laird of Ardenoige and the Ghost of Fenhaglen.pdf" from=1 to =12 />`

11. Add the code `{{authority control}}` under the transclusion code, which will be useful to index and collect other data from other sources.
12. Add an appropriate copyright template next, for most (all?) of these it will be `{{PD-old}}` which means that the work was published before January 1, 1925, and is in the public domain worldwide because the author died at least 100 years ago.
13. Preview your work, then save.
14. The work should then appear in this format as this page:
https://en.wikisource.org/wiki/Laird_of_Ardenoaige_and_the_Ghost_of_Fenhaglen
 The copyright and categories information can be seen at the bottom.
15. It is worth giving the work a quick scan to make sure everything looks right. At any point, you can return to editing this transcluded page and fix anything incorrect. Also, if you need to make further edits to your work after you've transcluded it – for example you spot that you should have used `{{nop}}` on a page, and go back to fix, this will automatically update on this page.
16. Change the status on the wikisource spreadsheet to 'Transcluded'
17. Then, go to: https://en.wikisource.org/wiki/Wikisource:WikiProject_NLS to add the work to the 'List of Works Completed' section.
 Click 'Edit' on the section, then add your work by inputting `[[TITLE]]` at the relevant point, then publish your changes. Works are sorted into their 'DG Theme' (found on the spreadsheet), and then in alphabetical order.

As with most things on Wikisource, you can add much more information at all stages, but this is the basic process and has been approved by Wikisource admin Beeswaxcandle. There is more information on this at these links:

- <https://en.wikisource.org/wiki/Help:Transclusion>
- https://en.wikisource.org/wiki/Help:Beginner%27s_guide_to_transclusion
- https://en.wikisource.org/wiki/User_talk:Annalang13

Once you're familiar with this process the code you need to paste and fill in is:

```

{{header
| title    =
| author   =
| translator =
| section  =
| previous =
| next     =
| year     =
| portal   =
| notes    =
| categories = XX / XX / XX

```

}}

<pages index="filename" from=X to=X />

{{authority control}}

{{PD-old}}

If your work has an author listed:

1. If the author is listed already in Wikisource, the author page will already exist (this is why it is important the names match). In this case, once your work has been transcluded, you will be able to click on their author page to edit. Click 'Edit' and add the work that has just been transcluded under a section you will see named:

'== Works =='

Add this code under the other works given:

* "[[TITTLE]]" (year)

Then update the title and the year.

This should be the only thing you need to do in this case, so publish your changes to the author page.

2. If your author isn't listed in Wikisource, once your work has been transcluded, your author will now have a red link. It is still important we use the correct name if there is one, as there may be a Wikidata entry for them which will then link to this newly created Wikisource record.

3. Click on this link to start creating an author record.

4. The first thing to add is the author information using this code:

```
{{author
| first_name = XXX
| last_name  = XXX
| last_initial = XXX
| description =
}}
```

You don't need to add birth and death date information as this will automatically populate.

For 'last_initial' add the first two letters of the second name. So for Genlis, this will be 'Ge'. This is how wikisource sorts its authors.

5. Then add a works section:

'== Works =='

* "[[TITTLE]]" (year)

This title must match the exact title you have given your work in order for the links to work.

6. Then add the same authority and copyright tags as previously:

{{authority control}}

{{PD-old}}

7. You can add a categories section, depending on the level of detail you want to provide:, using this code: [[Category:XXX]]. For example, for Stephanie Genlis, the category 'French Authors' has been added.

8. Finally, if your author is on Wikidata but **NOT** on Wikisource, you can link the two entries. Go to the 'Wikidata' page and then scroll down to a box which says 'Wikisource', which should have no entries under 'en'.

Click 'Edit' on this section. In the box that says 'wiki' type 'en', then paste the name of the new author page into the longer box. It will not allow you to insert an incorrect author name. Click publish, and this means the two items are linked.

9. If your author is well known and there is a system already in place on their 'Author' page - for example, Robert Burns – still transclude the work, but do not add it to their page. Make a note against the entry in our spreadsheet.

10. Once you are happy with it, publish your page!

11. This is how the finished author page will look:

https://en.wikisource.org/wiki/Author:Richard_Tyron

Again, much more detail can be added here, but this is the basic process. See https://en.wikisource.org/wiki/Help:Author_pages for more information.

Once you're familiar with this process for new authors, the code you need to paste and update is:

```
{{author
| firstname = XXX
| lastname  = XXX
| last_initial = XXX
| description =
}}
```

== Works ==

```
* "[[TITLE]]" (year)
```

```
{{authority control}}
```

```
{{PD-old}}
```

```
[[Category:XXX]].
```

TRANSLUCSION FOR POETRY

These are the steps to follow for poetry works when there are multiple poems in one work, or prose works which are a collection of short stories. I've highlighted the differences between the standard process in red.

1. Select your work for transclusion.
2. Ensure that every section is labelled at the validating stage.
Each new poem should have `<section begin="label" />` at the beginning and `<section end="label" />` at the end. For labels, I would suggest as simplified version of the title of the poem e.g. Cat-skin's Garland becomes "Cat skin".

3. Click 'Edit' at the top right of the Index page, then change the title field to a link by inserting two square brackets around the title – e.g. `[[The Roving Batchelor]]`
4. When you have updated the Index, the title will then be a link, but the page does not yet exist yet.
5. Click on this link, which will take you to a page 'Creating [The Roving Batchelor](#)'
6. At the top of the page, add the `{{header}}` template. Fill in any information you know, leaving any unknown or inapplicable information blank. Do not remove any lines. (XX shows the key information to fill in where available)

```

{{header
| title    = XXX
| author   = XXX
| translator =
| section  =
| previous =
| next     =
| year     = XXXX
| portal   =
| notes    =
| categories = XX / XX / XX
}}
```

7. Check if the work has an author listed by finding the item's record in the NLS catalogue, if there is no author attributed continue to step 9.
8. If there is an author listed, search for them on Wikidata to find the name that they are listed under. For example, 'Madame Genlis' may be the name given on a title page, but the name is 'Genlis, Stéphanie Félicité' in the NLS catalogue, and 'Stéphanie Félicité Ducrest de Saint-Aubin de Genlis' on Wikidata. Use the name as it appears in Wikidata. Putting this name in the 'author' section will allow the web pages to set up automatic links between data sources. Once your work is transcluded you will also need to complete some additional steps given below.

For some authors (e.g. Robert Burns) you will need to select from a disambiguation list, this often involves including the dates in the name to ensure the correct 'Robert Burns' is linked to.

If, for these pamphlets, an author is found like 'Jonathan Swift' or 'Daniel Defoe', I would input the text: `[[X]] is bibliographic antecedent but not author` into the notes section, as these works may be based on this author's work but may not have been written by this author.

9. Where year is uncertain, the correct format is to show as '1850s', if the NLS catalogue for example says 1850-1860, the correct form on wikisource is to say '1850s'
- 10.
11. For categories, we should try and include:

- a. categories based on the **form** of work (novel, poetry, song lyrics), which can include the physical format of publication (pamphlet, letter, ephemera).
- b. categories based on the **language / nationality** of origin.
- c. categories based on the **subject / topic** of the work (marriage, dogs, women's rights).
- d. categories based on the **genre** (adventure, historical fiction, tragedy).

E.g. | categories = Pamphlets / Scotland / Poetry / Marriage

A fairly quick way of doing this, is to find the item on the NLS category and use the 'Subjects' to see if any match the wikisource categories. You have to use pre-existing categories, if you have used a category that doesn't exist, the link will appear red once the page is published. If you click the 'Categories' link at the bottom of the transcluded page, you can search categories to find an appropriate option.

Had some more feedback from Wikisource: We shouldn't use 'Sailors' as a category, but rather 'Sailing'. This is due to some of the categories applying to author occupation, so if a category looks like it could be an occupation, try and find an alternative.

Where categories overlap, i.e. Scotland and Poetry, you should add the category, 'Scottish poetry' - categories are case sensitive so check it has matched.

Other categories that might be relevant are:

- e. `[[Category:Scots poems]]` for poems written in the Scots language rather than in English
- f. `[[Category:Texts in Scots]]` for items that are not poems.
- g. `[[Category:Works originally in Scots]]`

If we need a category for works that were translated from Scottish Gaelic, this could be created. If we have a work in Gaelic this should be hosted elsewhere, so flag this if it occurs.

12. Insert the code `<pages index="filename" from=1 to=1 />` under the header section. This is the code that this will transclude the title page of the work. Update the file name to the correct name for your file, and, in general you will only transclude the title page onto this main page, so only the first page. This is because the other pages which have the poems on them will be transcluded separately after.

13. Add a table of contents for the poems in the pamphlet (assuming there is no table of contents in the work of course):

```
{{Auxiliary Table of Contents|title=Poems: |
* [[Book/Poem Title | Link text]]
* [[Book/Poem Title | Link text]]
* [[Book/Poem Title | Link text]]
* [[Book/Poem Title | Link text]]
}}
```

For each individual poem, the Book name must exactly match the name of the main page, so that the sub-links work. To prevent the links from being too long and confusing, type the name of your link after the |.

For example, using this code will create links as per the below image:

```
{{Auxiliary Table of Contents|title=Poems: |
* [[Modern Beau/The Modern Beau|The Modern Beau]]
* [[Modern Beau/Jamie with his Trousers On|Jamie with his Trousers On]]
* [[Modern Beau/Somebody|Somebody]]
* [[Modern Beau/Dear Little Cottage Maiden|Dear Little Cottage Maiden]]
* [[Modern Beau/Bill Bobstay|Bill Bobstay]]
* [[Modern Beau/Paddy in Love|Paddy in Love]]
* [[Modern Beau/A Love Song|A Love Song]]
```



14. Add the code `{{authority control}}` under the copyright, which will be useful to index and collect other data from other sources.
15. Add an appropriate copyright template at the bottom, for most (all?) of these it will be `{{PD-old}}` which means that the work was published before January 1, 1925, and is in the public domain worldwide because the author died at least 100 years ago.
16. Preview your work, then save.
17. The work should then appear in this format as this page:
https://en.wikisource.org/wiki/The_oving_batchelor
HYPERLINK "https://en.wikisource.org/wiki/The_oving_batchelorHYPERLINK
"https://en.wikisource.org/wiki/Adventures_of_John_o%27Badenyon,_in_pursuit_of_happiness""The copyright and categories information can be seen at the bottom.
18. Then, you need to create the subpages for each of your poems.
19. To do this, create the page by clicking on the links that are created in your new 'Contents' table which will be red.
20. Use the same header information as is used for the book but add information to section, previous and next.

```
{{header
| title    = [[XXX]]
| author   = XXX
| translator =
```

```
| section = ADD
| previous = [[Book/Chapter|Link]]
| next = [[Book/Chapter|Link]]
| year = XXXX
| portal =
| notes =
| categories = XX / XX / XX
}}
```

The additional information added is the section name which will be the name of the poem.

Fill in the 'Previous' and 'Next' sections with links to the next/previous section as appropriate.

Use **exactly the same** links that you have used under the contents table to ensure all the links work.

21. The idea of this next step is to only transclude the poem that matches the title. If the poems start and finish in line with pagebreaks the only difference is that the page numbers must match those the poem covers.

However, if a poem finishes or starts half-way through a page, this is when we need to use the sections.

This code is for poems which stop halfway through a page, change the page numbers to match, and paste the label name into the 'label' section.

```
<pages index="file name.djvu" from=x to=y tosection="label" />
```

This code is for poems which start halfway through a page, change the page numbers to match, and paste the label name into the 'label' section.

```
<pages index="file name.djvu" from=x to=y fromsection="label" />
```

This code is for when poems do both:

```
<pages index="file name.djvu" from=x to=y fromsection="label" tosection="label"/>
```

Under this, put in `{{authority control}}` and `{{PD-old}}`

22. The poems should look like this:

https://en.wikisource.org/wiki/The_roving_batchelor/Rattlin%27_Roarin%27_Willie

Note that you can see the 'Previous' and 'Next' poems, and you can see a link to the main page in the top left-hand corner, if this is missing this page is not linked to the main page and will need fixing.

23. At any point, you can return to this page and edit anything incorrect. Also, if you make further edits to your work after you've transcluded it – for example you spot that you should have used `{{nop}}` on a page, and go back to fix, this will automatically update on this page.
24. Once you've created pages for each of your poems, change the status on the wikisource spreadsheet to 'Transcluded'
25. Then, go to: https://en.wikisource.org/wiki/Wikisource:WikiProject_NLS to add the work to the 'List of Works Completed' section.

Click 'Edit' on this section, then add your work by inputting [[TITLE]] at the relevant point, then publish your changes. Works are sorted into their 'DG Theme' (found on the spreadsheet), and then in alphabetical order.

26. Unfortunately, you cannot change page names so if you make a mistake and create a page with incorrect information, you need to re-create the page entirely. You can flag any incorrect pages for deletion by removing all the information and pasting `{{sdelete|Reason}}` on the page. In general, our reason will be G7: Author's request, followed by a link to the correct page.

Once you're familiar with this process the code you need to paste and fill in on the main page is:

```
{{header
| title =
| author =
| translator =
| section =
| previous =
| next =
| year =
| portal =
| notes =
| categories = XX / XX / XX
}}
<pages index="Title" from=1 to=1 />
{{Auxiliary Table of Contents|title=Poems:|
* [[Book/Poem|Link]]
* [[Book/Poem|Link]]
}}
{{authority control}}
{{PD-old}}
```

On the subpages:

```
{{header
| title =
| author =
| translator =
| section =
```

```
| previous =  
| next    =  
| year    =  
| portal  =  
| notes   =  
| categories = XX / XX / XX  
}}
```

```
<pages index="Title" from=x to=y />
```

OR

```
<pages index="file name.djvu" from=x to=y tosection="label" />
```

OR

```
<pages index="file name.djvu" from=x to=y fromsection="label" />
```

OR

```
<pages index="file name.djvu" from=x to=y fromsection="label" tosection="label"/>
```

```
{{authority control}}
```

```
{{PD-old}}
```

Correspondence from beeswaxcandle

