



# CLAIM A CONVICT

## TRANSCRIBING FOR 'CLAIM A CONVICT'

Thank you for assisting with the transcribing project for the 'Claim a Convict' website <http://www.hawkesbury.net.au/claimaconvict/>. The more names that are transcribed – the more information will be available for researchers and provide improved access to records. Volunteers do not require any special skills and only need to set aside a few hours to transcribe an indent per ship, from the comfort of your home. There is an average of 200-300 names per ship which equals about 3-4 hours' work of transcribing. *The more you transcribe the quicker this process will become.*

### Starting out

You will need to register on the Claim a Convict website before starting out. If you do not have an existing account, go to <http://www.hawkesbury.net.au/claimaconvict/contributor/newAccount.php> to set up a contributor account, all that is required is a name and email address and you will receive an Id number. This Id will be used as your Transcriber Id (a number to identify the material you transcribe).

### What you need

- Existing account with Claim a Convict
- Computer
- Excel software
- Spare time

We will share with you a Spreadsheet (Excel) and the original shipping indent (PDF) via Dropbox. (We will send instructions on how to access this information via an email). Please save these to a folder on your computer.

**Note** that 75% of the information has already been transcribed, so please double check the information already in the spreadsheet, against the original, and then fill in the information that hasn't yet been transcribed.

The following fields are included in the spreadsheet, are as follows

**Surname** - record the surname as written

**Given Names** - record the given name(s) as written

**Trial Place** - record the trial place as written

**Trial Day** - record the day of the trial as a numeral

**Trial Month** - record the month of the trial as a numeral (ie. October = 10)

**Trial Year** - record the year of the trial as a numeral

**Sentence** - record the number of years as a numeral followed by the word 'years', otherwise 'Life'

**Age** - usually not recorded in the HO11 files, if it doesn't appear leave field blank

**Notes** - any additional notes to record go here (alias, aka, sentence instructions, etc)

**ShipId** - number that Claim a Convict uses to represent the ship being transcribed - Do not change

**HO11 Number** - number of the piece being transcribed - should already be filled in

**Reference** - page number that convict appears on - **PLEASE DOUBLE CHECK**

**TranscriberId** - number that Claim a Convict uses to identify you – verify this is your Id but do not change



### SAVE YOUR WORK

Make sure you regularly **SAVE** your work at regular intervals during the transcribing process, so that the work you are performing may not be lost.



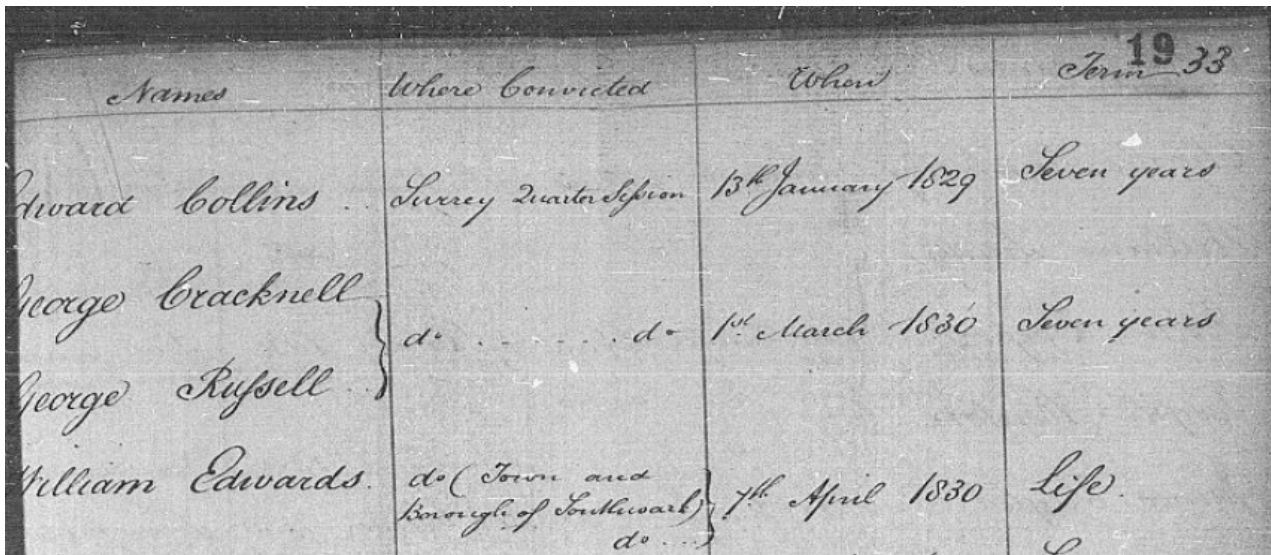
## Transcribing

When transcribing, it is important that the transcription be the same as the information on the image you are viewing. If you are new to transcribing old documents, you may want to read some of the following helpful documents.

- **Useful Tips for Reading Handwritten Documents from State Records**  
<http://archivesoutside.records.nsw.gov.au/useful-tips-for-reading-handwritten-documents/>
- **Palaeography: reading old handwriting 1500 - 1800 from The National Archives**  
<http://www.nationalarchives.gov.uk/palaeography/>
- **Reading Old Handwriting**  
<http://genealogy.about.com/od/paleography/tp/examples.htm>
- **Understanding old Writing from Ancestry**  
<http://blogs.ancestry.com/au/2013/09/20/understanding-old-handwriting/>
- **Deciphering Old Handwriting from Sabina J. Murray**  
<http://www.amberskyline.com/treasuremaps/oldhand.html>

## Transcribing help

The following example is taken from the British convict transportation registers relating to the convict ship Exmouth (1831). Source - The National Archives : HO11/8, page 33



Names	Where Convicted	When	Term <sup>19</sup> 33
Edward Collins	Surrey Quarter Sessions	13 <sup>th</sup> January 1829	Seven years
George Cracknell	d. . . . . d.	1 <sup>st</sup> March 1830	Seven years
George Russell	d. . . . . d.		
William Edwards	d. (Town and Borough of Southwark) d. . . . .	7 <sup>th</sup> April 1830	Life

### Transcribing the first line:

Surname	Collins
Given Names	Edward
Trial Place	Surrey Quarter Sessions
Trial Day	13
Trial Month	1
Trial Year	1829
Age	[nothing is recorded in this field]
Sentence	7 years
Notes	[nothing is recorded in this field]
ShipId	455 [Supplied by <i>Claim a Convict</i> administrators – do not change]
HO11 Number	8
Reference	p.33



## Notes

A double 's' (ie. ss) appears as an 'ſs' in these old documents and should be transcribed as 'ss' – therefore "Sefsion" is transcribed as "Session".

The trial date is broken down into numbers that represent the day, month and year. In this example "13<sup>th</sup> January 1829" is transcribed as 13, 1 and 1829 in the corresponding spreadsheet columns for Trial Day, Trial Month and Trial Year.

The sentence is transcribed as [number] years – "Seven years" is transcribed as "7 years" (all lower case). If the sentence is "Life", transcribe it as "Life". Any additional information written in the sentence column should be transcribed into the [Notes] column in the spreadsheet.

Trial and sentence information for the second and third convicts on this page are included on the one line, hence we can see the parenthesis after their names. The trial place in this case also has "do . . . do" which means ditto / ditto . Ditto is Latin meaning 'as has been said before' or same as the previous entry (in this example Surrey Quarter Session).

### Transcribing the second line:

Surname	Cracknell
Given Names	George
Trial Place	Surrey Quarter Sessions
Trial Day	1
Trial Month	3
Trial Year	1830
Age	[nothing is recorded in this field]
Sentence	7 years
Notes	[nothing is recorded in this field]
ShipId	455 [Supplied by <i>Claim a Convict</i> administrators – do not change]
HO11 Number	8
Reference	p.33

### Transcribing the third line:

Surname	Russell
Given Names	George
Trial Place	Surrey Quarter Sessions
Trial Day	1
Trial Month	3
Trial Year	1830
Age	[nothing is recorded in this field]
Sentence	7 years
Notes	[nothing is recorded in this field]
ShipId	455 [Supplied by <i>Claim a Convict</i> administrators – do not change]
HO11 Number	8
Reference	p.33

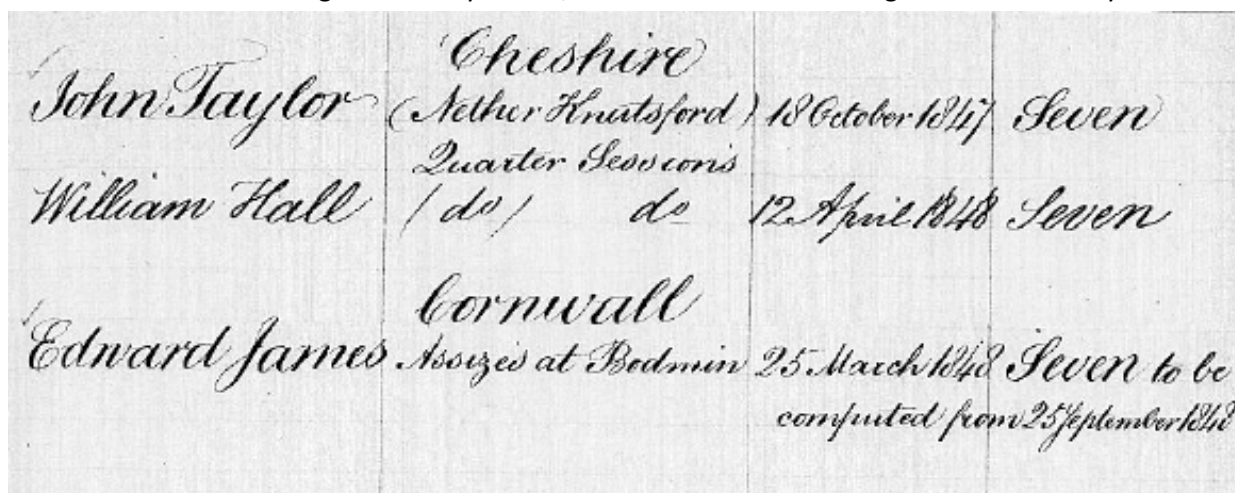


## Transcribing the fourth line:

Surname Edwards  
Given Names William  
Trial Place Surrey (Town and Borough of Southwark) Quarter Sessions  
Trial Day 7  
Trial Month 4  
Trial Year 1830  
Age [nothing is recorded in this field]  
Sentence Life  
Notes [nothing is recorded in this field]  
ShipId 455 [Supplied by *Claim a Convict* administrators – do not change]  
HO11 Number 8  
Reference p.33

## Trial Place

Some of the ship registers are organised by County / Country and include information in a subheading. In the above example you can see Cheshire and Cornwall as these subheadings. When transcribing these entries simply include the text in the subheading followed by a dash, then include the remaining text for that entry.



For example the three entries would have their trial place transcribed as follows:

Cheshire - (Nether Knutsford) Quarter Sessions  
Cheshire - (Nether Knutsford) Quarter Sessions  
Cornwall - Assizes at Bodmin

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### TIP

#### Place names

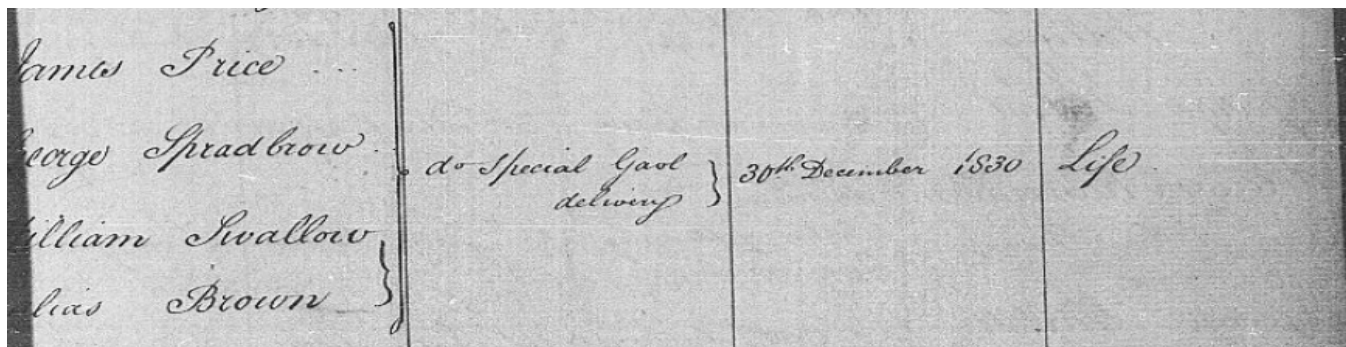
If you are not familiar with place names in the UK etc check the list of regions and Parishes found on GENUKI <http://www.genuki.org.uk/big/>

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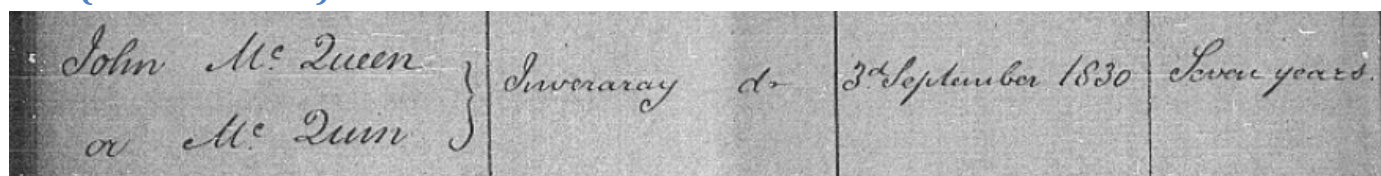
## Aliases

**Example** [William Swallow] – alias information “alias Brown” is transcribed into the [Notes] column in the spreadsheet.



James Price			
George Spradbrow	do Special Gaol delivering	30 <sup>th</sup> December 1830	Life
William Swallow			
alias Brown			

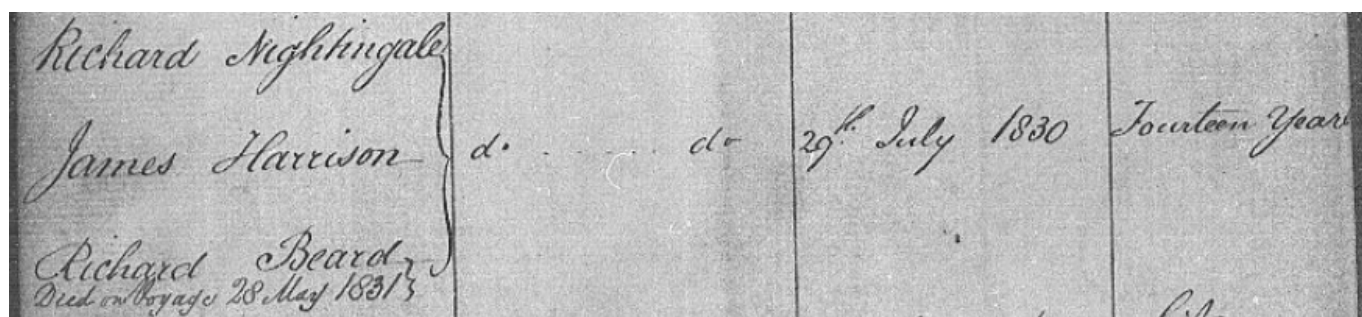
## Aka (Also Known As)



John McQueen or McQuin	Inveraray do	3 <sup>d</sup> September 1830	Seven years
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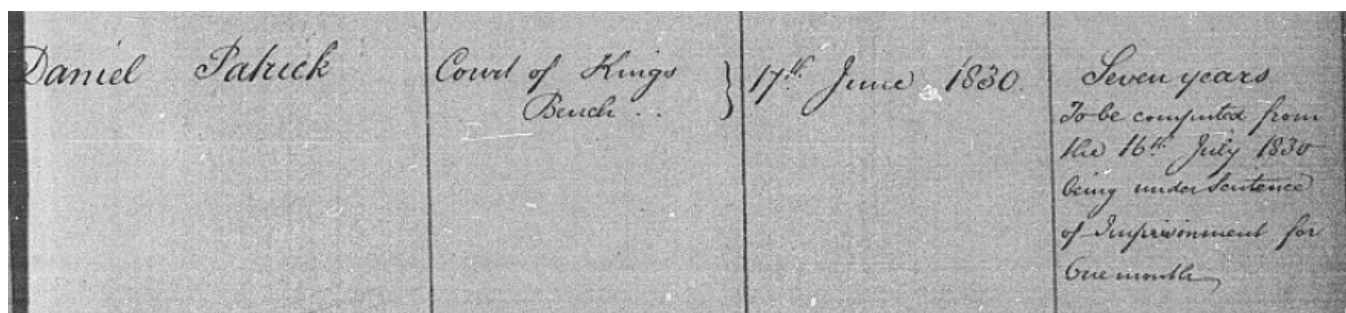
**Example** [John McQueen] – aka information “or McQuin” is transcribed as “aka McQuin” into the [Notes] column in the spreadsheet. Aka = also known as

## Additional Information



Richard Nightingale	do	29 <sup>th</sup> July 1830	Fourteen Years
James Harrison			
Richard Beard Died on Voyage 28 May 1831			

**Example** [Richard Beard] – additional information re “Died on Voyage 18 May 1831” is transcribed into the [Notes] column in the spreadsheet

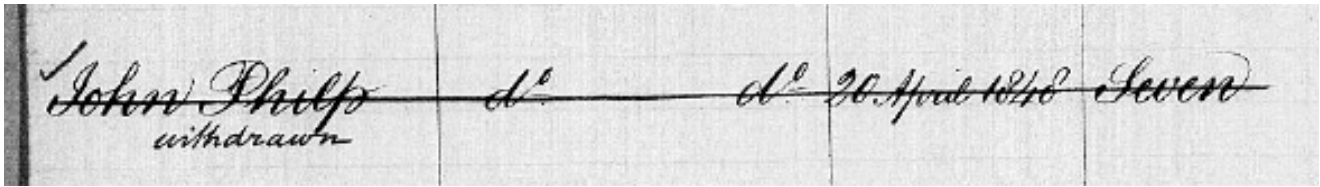


Daniel Patrick	Court of Kings Bench	17 <sup>th</sup> June 1830	Seven years To be computed from the 16 <sup>th</sup> July 1830 being under sentence of Imprisonment for One month
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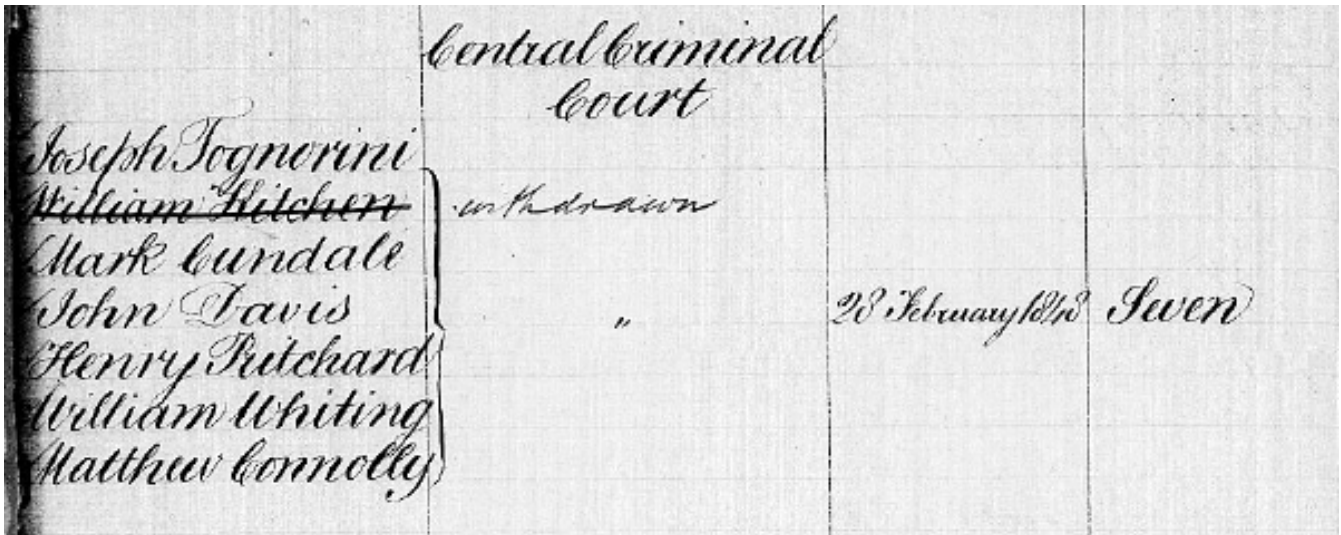
**Example** [Daniel Patrick] – additional sentence information re “To be computed from the 16<sup>th</sup> July 1830 being under Sentence of Imprisonment for One month” is transcribed into the [Notes] column in the spreadsheet prefixing the information with “Sentence” – ie. “[Additional sentence notes: to be computed from the 16<sup>th</sup> July 1830 being under Sentence of Imprisonment for One month]”



## Crossed out information



If information is crossed out, and the original information can be read, type up the crossed-out information from the ship register as is. Example [John Philip | London | 20-4-1848 | 7 ] – then in [Notes] column in the spreadsheet write “[Name, trial place, trial date and sentence have been crossed out with the word “Withdrawn” underneath]”



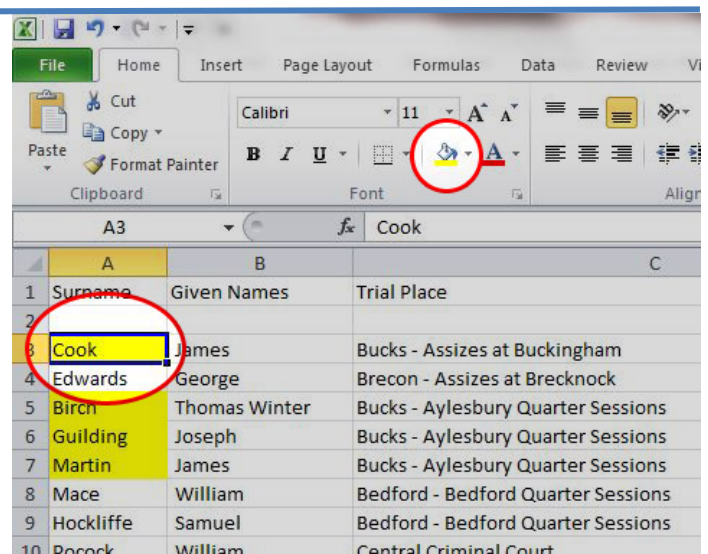
**Example** [William Kitchen] – another example of a name crossed out from ship register with the word “withdrawn” written close to it. Type in [Notes] column in the spreadsheet “[Name has been crossed out with the word “Withdrawn” next to it]”

If information is crossed out and replaced, type the replacement data.

### TIP

#### Highlighting

During this checking/transcribing phase try using the Excel highlight [Fill Colour] button to highlight each convicts surname in yellow as you find them and correct/check their details – that way you can visually see if you have missed anyone. This feature (circled) can be located on the toolbar in Excel.



## Finally

If you cannot decipher or interpret something please report the problem by email to the team.

## On completion

Once completed, please email the spreadsheet file back as an attachment to an email. If you would like to transcribe another ship, just let us know.

## Feedback

If you have any suggestions to make about this help sheet or the transcribing process, please let us know so that we can make improvements.

## Contact details

Project Co-Ordinator: Jonathan Auld

E: [claimaconvict@hawkesbury.net.au](mailto:claimaconvict@hawkesbury.net.au)

18152 233  
119

Ship "Hougoumont"  
Triplicate Assignment List  
of 280 Male Convicts to be transported to  
Western Australia.  
October 1867

NAME	Where Convicted	Date of Conviction	Term of Years
Dorsetshire			
Thomas Jones	Assizes - Brixton	19 March 1867	Fifteen
Buckinghamshire			
William Bartlett	Assizes - Aylesbury	19 July 1866	Fifteen
Richard King	"	7 March 1867	Fifteen
Cambridgeshire			
Thomas Wibey	Assizes - Cambridge	29 July 1868	Fourteen

First page of the ship indent for the *Hougoumont* which sailed from London in 1867, arriving Western Australia in 1868 with 279 male convicts on board (1 male convict died on the voyage).

Source - The National Archives : HO11/19, page 233

