

7 — FAULTS AND NOTES

Illegible Characters : @

Sometimes a character is illegible because it is badly reproduced or smudged. If you can't read a character and be sure what it is, type the replacement @ instead of the character. @ may also be used to show where several characters together are illegible, or where you think part of a word is missing because it runs off the edge of the page of the reproduction.

Example: Shilo□ Type as: Shilo@

If a character isn't clear but you can guess what it is, don't guess! Use @. There is only one exception to that. Very occasionally, perhaps in a reproduction of a hand-written document which will be checked thoroughly later, the InSheet may tell us we may do some guessing. We are allowed to guess **only** on the rare occasions when the InSheet has said so.

Faults of the Original Text

Sometimes we may think we have detected a mistake in the original text. Never make a correction in such cases but always reproduce what is in the original text. If you are fairly sure that it really is a mistake you may put an n-note (see below) at the beginning of the file, if you think that will be useful to the editor.

Faults in Keyboarding

It is easy for us as keyboarders to introduce errors and so thorough checking of the text and the SFMs after keyboarding is always important.

n-Notes

(If using Easy-KeyEdit4 see Common Tasks: Notes/comments: Your question/comments) If you need to write a note to the editor you should put it after the SFM \n . It is often called an "n-note". So, if you find verse 3 directly follows verse 1 you might put:

\n No verse 2 number

An n-note must **always** be either on the next line after \id2 or in a group with other n-notes, the first one in the group being on the next line after \id2.

How to write n-notes

\n Verse 2 Esp%iritu has grave accent but elsewhere it always has acute.

But remember that words often vary in spelling, as in English "woman" and "women" or "its" and "it's".

\n Verse 4 has opening quote but no closing quote.

But remember that where speech extends over several paragraphs every paragraph will have an opening quote but only the last will have a closing quote.

\n Verse 6 seems too short and ends without punctuation.

That says enough in few words.

How NOT to write n-notes

Do not use \ in the text of the n-note

\n Is \p correct before v.8 ?

The computer will think that \p starts a real paragraph. Call it p sfm or just p.

Do not say what doesn't need saying.

\n I couldn't be sure of the last letter of the fifth word in verse 11 and so I put an @ instead of the letter.

That was the right thing to do but it should not have an n-note.

Do not write a long n-note if a short one will do.

\n I was not sure whether to use p or m at the beginning of verse 6 because the indent seems to be less than usual but I decided that it was more likely to be p and so I put that.

You could have said: \n Before verse 6 should the p be m?