

# 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

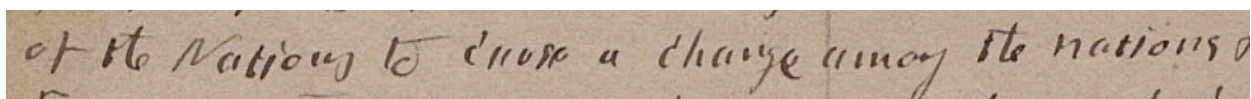
The Wilford Woodruff Papers uses the style known as *expanded transcription*. The transcripts render most words letter by letter as accurately as possible, preserving the exact spelling of the originals. This includes incomplete words, variant spellings of personal names, repeated words, and irregular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

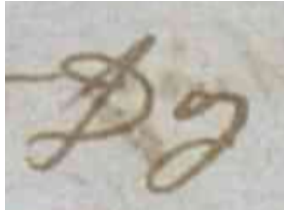
Wilford used upper case, lower case, and his own form of middle case letters. Where a capital letter is clearly formed differently than a lowercase letter, as in *A* and *a*, *B* and *b*, but not *C* and *c*, we capitalize the letters Wilford capitalized regardless of standard usage. For example, Wilford's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

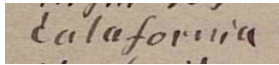


*Nations* is capitalized in the first instance and rendered lower case in the second instance, per Wilford's usage.

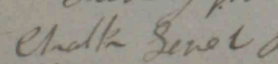
When upper- and lowercase letters are the same shape, as in *C* and *c* but not *D* and *d*, the letters are only capitalized when they are unmistakably upper case, not simply enlarged or middle case.

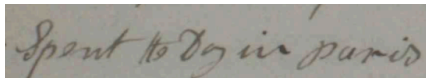
Likewise, when upper- and lowercase letters are not the same shape, the letter is capitalized when in the uppercase shape regardless of standard usage. This example of the word *Day* can serve as an example:



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

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

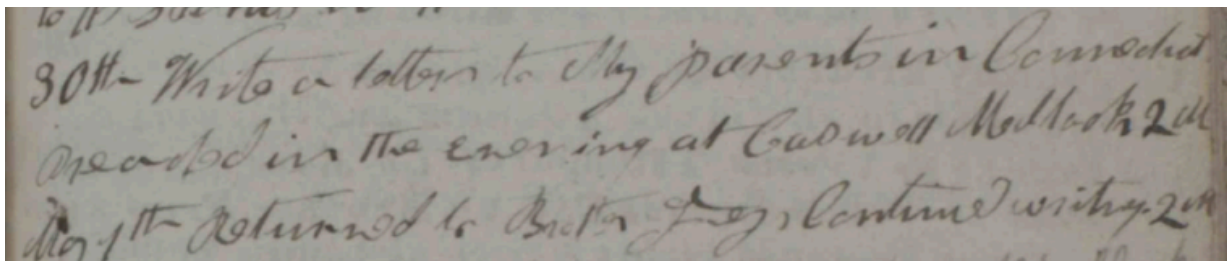
in the place name Chalk Level: . Proper nouns that begin with a lowercase letter are transcribed in lower case, as in "Spent the day in paris."



Some letters, including *E* and *R*, can pose more difficulty, as the examples below show. In these cases they are treated as middle-case letters, so they are transcribed as lowercase unless they begin a sentence or a proper noun, in which cases they are transcribed as uppercase.



In summary, 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 sentence or for 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.

## 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 years 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. The rare cases of other redactions in the images of Wilford Woodruff’s journal entries are handled the same way.

Other than the exceptional instances noted above, transcriptions of documents that include redacted text do not include the redacted text. Rather, it is marked by [redacted text] in the transcription.

## Dates

Dates are standardized throughout. A manuscript reading “on Thirsday 31<sup>th</sup> arrived at Farmington” will be rendered “on Thirsday 31<sup>st</sup> arrived at Farmington.” In dates where one letter is missing (“2<sup>d</sup>”), the letter is supplied without brackets: 2<sup>nd</sup>. In the instance that a date is written as “th19,” it will be standardized to “19th.”

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. The same is true when an apostrophe is written after a date, such as Jan 1’, Jan 2’, and so on.

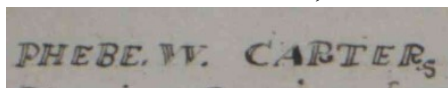
When a slash (/) or an apostrophe (’) is used to represent the first two digits of a year, such as /93 or ’93, the slash or apostrophe is replaced with the bracketed numbers it represents, as in [18]93. The first two digits of a year are also supplied in brackets when there are no markings; a manuscript reading “Nov. 13, 93” would be transcribed as “Nov. 13, [18]93.”

## Punctuation

If a letter or punctuation mark 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 has been faithfully rendered without regard to correctness, except in these cases:

In cases of **multiple periods or other punctuation**, only the most appropriate mark is transcribed. Exceptions to this rule occur when a period indicating an abbreviation is followed by a comma or other punctuation mark and in printed sources that commonly include multiple marks, as in "Sir:—"

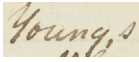
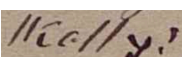
Periods are not reproduced when they appear immediately before a word with no space between the period and the word or when they appear immediately after a word if not intended to indicate the end of a sentence or an abbreviation. For instance, the text in this image would be transcribed "PHEBE W. CARTER's," with no period following "PHEBE."



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. However, when a period is written after a numbered date at the beginning of an entry, it is reproduced. Periods in dates, as in Dec. 3. 1849, are changed to commas to conform to modern usage, so Dec. 3, 1849. Periods written in the place of commas in other circumstances are also changed to commas to conform to modern usage.

When the letter *x* appears in the document at the end of a sentence, it is transcribed as a period.

An *x* in the middle of a time, such as , is transcribed as a colon.

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 (or a question mark if the sentence is a question). 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 .

When an **apostrophe** is used to indicate an unclear abbreviation, the missing letters of the abbreviated word are supplied within brackets.

**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." When "10.30" indicates the time of day, it is rendered as "10:30."

**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). Dashes that follow periods or other terminal punctuation are not transcribed.

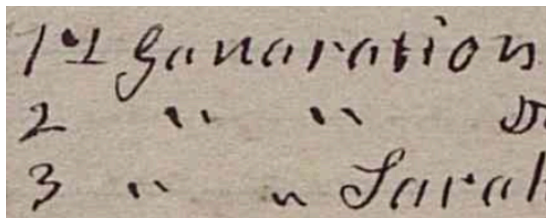
**Spaces** are added between initials that stand for personal names (J. F. S.) and places (S. L. C.). Periods are transcribed when they appear in the original (B. Y.). Otherwise no punctuation is added to initials for names (B Y). Spaces are not added in for abbreviations like “PS” and “OK” or for initials for organizations (YLMIA) unless the original writer clearly included them.

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.

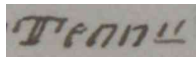
A horizontal line that signifies a break is indicated by a paragraph break in the transcription. A large space in the middle of a line, where one thought clearly ends and a new one begins, is also transcribed as a paragraph break.

Ellipsis marks appear in the featured text only where they occur in the original manuscript. When used, they are standardized to a consistent format like this: . . .

When **quotation marks** are used at the beginning of each line of quoted text, only transcribe quotation marks at the beginning and end of the quote. If the quote covers several paragraphs, transcribe quotation marks at the beginning of each paragraph and once at the end of the quote. When Wilford wrote “ditto” or used symbols like quotation marks or equal signs to signify repetition of the text above, the text is spelled out in brackets without transcribing “ditto” or the associated symbol, as [generation] in this example:



When quotation marks represent that a word has been abbreviated, they are replaced by a bracketed insertion of what they stand for, such as “Tenn[essee]” in this example:



## Figures

Wilford Woodruff often incorporated drawings and symbols in his journals to mark the events and important actions he included in his annual end-of-year summaries. Drawings and symbols are not reproduced but noted in brackets as [FIGURE] or, in cases of more than one, [FIGURES]. However, Wilford Woodruff often drew around the borders of his introductory journal pages and yearly synopses; in such cases, these drawings are not indicated in the transcription. 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]. Eighteen of the most common symbols that he employed and their likely interpretations are below. If a drawing or

symbol is one of the 18 figures defined below then it is noted in brackets as [FIGURE 1], [FIGURE 2], and so on.

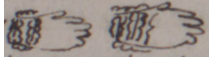
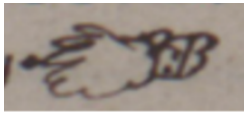
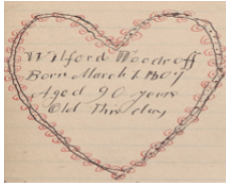
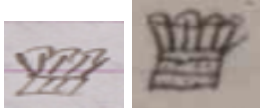
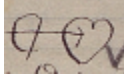
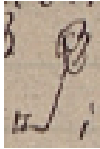
Figure #	Example Figure	Description	Time of Use	Meaning
Figure 1		A hand pointing to the right	February 6, 1838 to March 1897 (3,800+ uses)	February 1838 to 1840: writing/receiving a letter  1840 to 1897: writing a letter
Figure 2		A hand pointing to the left	February 6, 1838 to November 1856 (21 uses)	Letters written/received
Figure 3		A heart	August 1838 to March 1897 (37 uses)	Births, marriages, deaths, reference to "open hearted"
Figure 4		A crown	April 26, 1839 to November 1896 (400 uses)	Activities requiring executive authority  1839 to 1877: quorum councils or meetings after his ordination as an Apostle  1877 to 1896: temple ordinances and meetings
Figure 5		An arrow piercing a heart	April 1839 to March 1882 (32 uses)	Troubling news, circumstances, or persecution
Figure 6		A single key with teeth to the left	June 1839 to April 1877 (130 uses)	1851 to 1877: recording of sermons or meeting minutes  1839 to 1850: personal moments of priesthood use



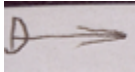
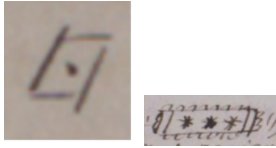




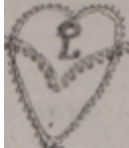
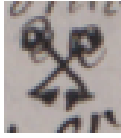
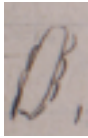
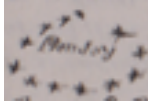
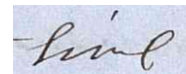
Figure 7		A single key with teeth to the right	June 1839 to April 1895 (314 uses)	Performing priesthood ordinances; meetings of the Quorum of the Twelve
Figure 8		A vertical key with teeth pointing upward	July 1839 to April 1845 (9 uses)	Key of knowledge
Figure 9		An arrow	July 1839 to November 1896 (440 uses)	Sickness, distress, aggression, death
Figure 10		A folded letter/box	October 1839 to March 1897 (1,963 uses)	Letters received
Figure 11		A humanoid	February 1840 to November 1892 (49 uses)	Childbirth, important figures, portraits, human bodies
Figure 12		A coffin	June 7, 1840 to January 1897 (200 uses)	Deaths, funeral sermons
Figure 13		A building	July 1841 to June 1885 (25 uses)	Visiting architectural structures
Figure 14		Wheat sheaves	March 1842 to February 1847; May 1857 to June 1858 (39 uses)	Council meetings of the Quorum of the Twelve

Figure 15		A heart with a key inside	January 1844 to March 1894 (24 uses)	Sealing ordinances; eternal unions of family
Figure 16		Keys crossed	March 1844 to December 1896 (877 uses)	Priesthood ordinances
Figure 17		A council table	March to May 1844 (14 uses)	Council meetings
Figure 18		A circle of stars	August 1844 (5 uses)	Meetings of the Quorum of the Twelve

## 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 Wilford 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 Wilford 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 in other publications to affirm original misspelling, is not used in the Wilford Woodruff Papers. 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 also clarified within a hyperlink to the accurate place name and a map displaying the location of the place.

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 Wilford 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 Wilford left space as a placeholder for information like a person's name, a location, or a date. These instances are indicated as [blank].

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. When Wilford wrote a hyphen at a line break between two closely related words (such as a first name and a last name), those hyphens are not transcribed.

**Words written sideways** are transcribed normally 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]. These bracketed insertions are transcribed on their own lines before and after the applicable text.

**Tables** in the original documents are reproduced in the transcription.

**Mathematical equations** are reproduced in the transcription in single lines with a space between each symbol, such as "1 + 1 + 1 + 1 = 4." Fractions are reproduced as the two numbers involved with a slash between them. For example, "2/3" would be transcribed for the text in this image:



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 not noted in the transcription.

**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 or notes of endorsement or acceptance on missionary letters, 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.

**Postmarks** are notated as [stamp].

## Printed Sources

In transcripts of printed documents, 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. Original grammar and typographical errors (like capitalization errors) are retained in the transcript.

Wilford Woodruff's scriptures (including his Bible, Doctrine and Covenants, and Book of Commandments) are exceptions to the rule of transcribing printed documents. These volumes of scripture include pages of handwritten notes and/or marginal notations by Wilford Woodruff. Images of every extant page of these volumes of scripture are published at [wilfordwoodruffpapers.org](http://wilfordwoodruffpapers.org), but only the handwritten annotations and marginalia are transcribed.

## 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 Theodore Turle[y]. Obsolete or ambiguous abbreviations are expanded with br[acket]s. Bracketed insertions also provide reasonable reconstructions of badly miss[p]elled 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]. Entire words [accidentally] omitted, where it is difficult to maintain the sense of a sentence without some editorial insertion, are also bracketed. 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.

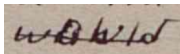
Descriptions of the writing medium that inhibit legibility are bracketed, as in [hole burned in paper], [page torn], [9 lines blank], [page blank].

*[Woodruff]* Illegible words are represented by the italicized word *[illegible]* enclosed in italicized brackets. If more than one word is illegible it is indicated as, for example, *[3 illegible words]*. This rule of enclosure within italicized brackets also applies to plausible word(s) about which the editors are not completely *[confident]*. If only a few letters of a word can be discerned, or if a conjectured word does not make sense, *[illegible]* will be transcribed rather than a guess at the word.

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

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. Underlining that precedes or follows writing is not reproduced. If only certain letters of a word are underlined, the whole word will be underlined in the transcription.

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

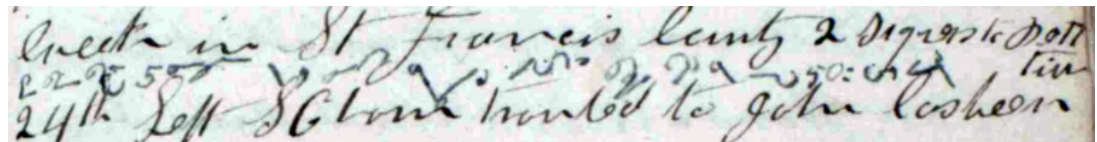
~~canceled~~ A single horizontal strikethrough bar indicates any method of intentional cancellation: strikethrough and cross out, wipe erasure and knife erasure, overwriting, or other methods. ~~Individually canceled words~~ are distinguished from ~~passages eliminated with a single cancellation~~. Characters individually canceled at the beginning or end of a word are distinguished from ~~words canceled in their entirety~~. If a word is written over another word and both are struck through, only the word on top is transcribed. In this example,  where *would* is written over *wish* and struck through, it is transcribed as ~~would~~.

<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 to indicate 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.

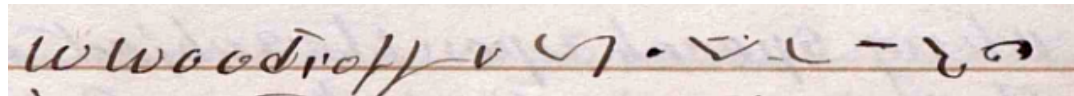
[writer] Different writers of the same document are identified in square brackets. If the writer’s identity is known it appears like this: [Leonard John Nuttal]. If the writer’s identity is not known it appears like this: [unknown writer]. An exception to this rule occurs in the thousands of letters written to Wilford Woodruff by people responding to a call to serve a mission. Those letters usually include a notation and signature by the person’s bishop. In such cases it is sufficiently obvious that the notation is in the hand of another writer that no editorial note is needed.

{shorthand} Instances of Taylor shorthand (a system of phonetic symbols published by Samuel and {Deseret Alphabet} Taylor in 1786) and Pitman shorthand (a system of symbols published by Isaac Pitman in 1837) are expanded into longhand in the running text and enclosed in {braces}. Conjectured editorial insertions are represented as {[shorthand]}. In the occasion that the shorthand is untranslatable, it will be marked {[illegible shorthand]}.

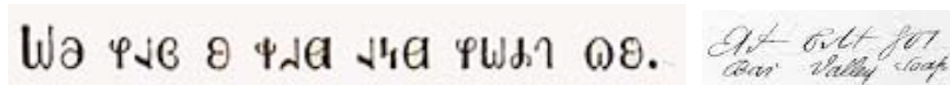
Example of Taylor shorthand written between lines of longhand:



Example of Pitman shorthand following “W Woodruff”:

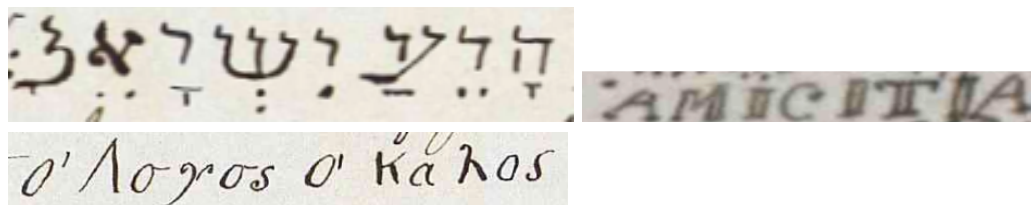


Instances of Deseret Alphabet—a phonetic system of symbols created between 1850 and 1853 at the request of Brigham Young and used in some publications and journals until 1877—are also enclosed in {braces} with precise transliterations followed by a pipe symbol and “Deseret Alphabet” {holiness to the Lord|Deseret Alphabet}. Sample Deseret Alphabet:



{Foreign language} Instances of short phrases/individual letters from other languages (such as Greek, Hebrew, and Latin) are expanded into longhand in the running text and enclosed in {braces} with a pipe symbol inserted between the transliteration, the original text, and the name of the translated language: {friendship|amicitia|Latin}. Foreign characters or symbols are also enclosed by {braces}, with a pipe symbol inserted

between the transliteration and the name of the translated language  
{hades|Greek}. Sample Hebrew, Greek, and Latin:



**Non-English Languages** When a whole document is written in a language other than English, the text will be transcribed as written, and the English translation of the transcribed text will be included as a separate document with the ability to toggle between the two transcribed versions while viewing the original document image.

**S◇mbol** The diamond symbol (◇) is used only in instances of shorthand or Deseret Alphabet when a symbol in an otherwise legible word is illegible.