

# Minna de Honkoku's Guidelines

Transcription rules are needed in order to provide consistency across transcriptions.

The following are some [rules and guidelines outlined by the \*Minna de honkoku\*](#) project for participating in said project. I offer them in redacted form and in English translation.

1. “Transcribe the material as it is seen and preserve the original text as much as possible.”
2. If you are uncertain about transcription policy, please use the *chūki* 注記 (notes) function in the editor panel (accessed by clicking the “plus” symbol in the bottom left corner) to discuss it or wait for another user to revise your transcription.
3. Variant *kana* (*Hentaigana* 変体仮名) should be transcribed in their modern day equivalents.
4. *Kanji* 漢字 should be transcribed as *jōyō* 常用 and/or *shinjitai* 新字体 characters, unless the user is unable to find these forms in which case, please use the variant or *kyūjitai* 旧字体 character that appears in the text.
5. Old *kana* can be inserted using the *hinshutsu* 頻出 function in the editor's panel.
6. *Dakuon* 濁音, punctuation, paragraphs, and spacing etc. should be transcribed as they in the original text.
7. Insert *furigana* 振り仮名 using the *furigana* 振り仮名 function in the editor panel. For *furigana* appearing on the left of a character make a comment using the *chūki* function.
8. For repetition marks and *odoriji* 踊り字 use the *odoriji* 踊り字 function in the editor's panel. The same can be done for *kunten* 訓点, *warigaki* 割書 etc.
9. If you think the original text contains errors or missing characters, please leave a note using the a comment using the *chūki* function.
10. If there are parts that it is difficult to read due to insect damage or other issues with the text please use the editor's panel to display a box 「□」 via the *Nandoku/Chūson* 難読/虫損 function.
11. Do not omit verb endings etc. but transcribe them as they appear in the text.
12. Use the *chūki* function to record the contents of extra textual material (i.e. library cataloguing numbers).