



- ◆ If you are a keen computer user or a computer professional, you can join the Computer Professionals group.
- ◆ If you like to go shopping, you could help missionaries overseas by purchasing things they need. (don't worry — you just do the shopping, they pay the bill!).
- ◆ If you are able, you could give professional advice — medical, legal financial, educational etc. Missionaries need this.
- ◆ Perhaps you'd like to join the Wycliffe Associates Emergency Needs Telephone Prayer Chain.
- ◆ Would you like to send your magazines overseas. Missionaries like to keep up to-date, and enjoy reading.

We are looking for all kinds of skills and abilities and gifts. God has blessed you so that you can help others. Now you can use your gifts in Wycliffe Associates to bless people overseas. Please write or phone for more details.

TELEPHONE HELP LINE

David Landin (01745) 353247



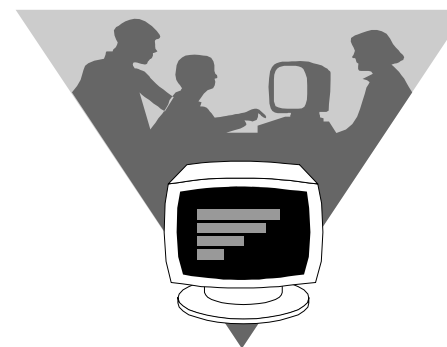
If you have any queries about checking, you can telephone

Fred Mellings (01293) 774365



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How to Check Keyboarded Scripture



Issue 4

24 February 2000

THE TASK GOD HAS GIVEN

At least half of the world's 6000 languages don't have even one word of the Scriptures yet. Some of these groups are small, some up to 20 million strong. The role the Lord has given Bible Translators is to translate the Scriptures for some of the 300 million people on earth who STILL do not have any part of the Bible in their own language. Translators go out and live among the people, learn their culture and language, study the grammar, produce literacy materials and translate the New Testament.

Our objective in Wycliffe Associates is to give opportunities to people here in Britain to help speed up the translation process in any way we can. One way is copy typing the original material. This can save the translators a great deal of work, and bring forward revisions and reprints many years.

The keyboarders have done their part.

NOW TO CHEXK FOR MISSTAKS

There are several common mistakes in keyboarded text.

Words or phrases or even several lines missed out

Letters re-arranged or transposed

Extra letters inserted due to two keys being hit simultaneously

Words or phrases or several lines typed twice.

Some simple checks are:

1. Check for any missed words or verses.
2. Look at the punctuation and spelling of each word.
3. Look carefully at any verses where the photocopy is poor.
4. Check the verse numbering.
5. Make sure the Special Format Markers are correct.
6. Make sure you don't make your checking sessions too long.
Concentration falls off after a while and errors get missed

Take regular breaks
Move around and do something different

The material from which you will be asked to sight check can sometimes be poor copies taken from a previously printed edition. Sometimes we have roughly duplicated or hand-written copies. So the quality may be variable. We will do our best to provide you with a good copy. The keyboarders have been asked to use an asterisk “*” for each unreadable character.

Scanned text:

Some keyboarders use a scanner to help them with their keyboarding. Text as a result can have quite a lot of errors because the scanner did not recognise a character properly e.g. 0O, 1il, rnm can easily confuse the scanner and can be difficult to detect when proofing.

Three letter book names?

NT

MAT MRK LUK JHN ACT ROM 1CO 2CO GAL EPH PHP COL 1TH
2TH 1TI 2TI TIT PHM HEB JAS 1PE 2PE 1JN 2JN 3JN JUD REV

OT

GEN EXO LEV NUM DEU JOS JDG RUT 1SM 2SM 1KI 2KI 1CH 2CH
EZR NEH EST JOB PSA PRO ECC SNG ISA JER LAM EZK DAN HOS
JOL AMO OBA JON MIC NAM HAB ZEP HAG ZEC MAL

ORIGINAL

The Good News According to

MARK



John the Baptist prepares the way

(Mat 3: 1–11; Lk 3: 2–16)

The beginning of the gospel about Jesus Christ, the Son of God.^a

² It is written in Isaiah the prophet:

“I will send my messenger ahead of you, who will prepare your way”^b

³ “a voice of one calling in the desert, ‘Prepare the way of the Lord, make straight paths for him.’”^c

⁴ And so John came, baptising in the desert region and preaching a baptism of repentance for the forgiveness of sins. ⁵ The whole Judean countryside and all the people of Jerusalem went out to him. Confessing their sins, they were baptised by him in the Jordan River. ⁶ John wore clothing made of camel’s hair, with a leather belt around his waist, and he ate locusts and wild honey. ⁷ And this was his message: “After me will come one more powerful than I, the thongs of whose sandals I am not worthy to stoop down and untie. ⁸ I baptise you with water, but he will baptise you with the Holy Spirit.”

The Baptism and Temptation of Jesus

⁹ At that time Jesus came from Nazareth in Galilee and was baptised by John in the Jordan. ¹⁰ As Jesus was coming up out of the water, he saw heaven being torn open and the Spirit descending on him like a dove. ...

^a1 Some manuscripts ...

^b2 Mal 3:1

^c3 Isaiah 40:3

HOW IT SHOULD LOOK

\id **MRK**\id2 *English, John Smith*\mt **MARK**\st **The Good News According to**\c **1**\s *John the Baptist prepares the way.*

\r (Mat 3: 1–11; Lk 3: 2–16)

\p

\v 1 The beginning of the gospel about Jesus Christ, the Son of God.¹ \v 2 It is written in Isaiah the prophet:\q «*I will send my messenger ahead of you, who will prepare your way*»²\q \v 3 «*a voice of one calling in the desert, «Prepare the way of the Lord, make straight paths for him.»*»³

\m

\v 4 And so John came, baptising in the desert region and preaching a baptism of repentance for the forgiveness of sins. \v 5 The whole Judean countryside and all the people of Jerusalem went out to him. Confessing their sins, they were baptised by him in the Jordan River. \v 6 John wore clothing made of camel's hair, with a leather belt around his waist, and he ate locusts and wild honey. \v 7 And this was his message: «After me will come one more powerful than I, the thongs of whose sandals I am not worthy to stoop down and untie. \v 8 I baptise you with water, but he will baptise you with the Holy Spirit.»

\s *The Baptism and Temptation of Jesus*

\p

\v 9 At that time Jesus came from Nazareth in Galilee and was baptised by John in the Jordan. \v 10 As Jesus was coming up out of the water, he saw heaven being torn open and the Spirit descending on him like a dove

¹ Some manuscripts ...² Mal 3:1³ Isaiah 40:3**ANSWERS TO SOME QUERIES****Q. Can you explain when \q is used**

A. The only place \q should be used is where the text *looks different* on the original page, like poetry or inset text e.g. a list. In the example on *page 4* you will see that the second part of verse 2 and verse 3 are *typeset differently*. This is the sort of thing you are looking for. The \q shows the typesetter that this section is to be treated differently from the main body text. **BUT DON'T** use your English Bible to decide when the \q should have been put in. Other languages have a different structure, or the translator may have decided to do it differently.

Q. What happens if there is a verse break in the middle of a poetry section?

A. \q should be at the beginning of the poetry and another **BEFORE** each verse marker within the poetry section.

Q. What if the poetry ends before the verse does?

A. If the text goes back to the left margin following the poetry a \m on the line following the poetry should have been inserted, unless the poetry is followed by a new paragraph, then \p should have been inserted.

Q. What happens if there is a new paragraph in the middle of a poetry section?

A. If a new poetry section contains a paragraph break within it, there should be a \p to signal the new paragraph followed by a \q to restart the poetry style.

Q. The passage I am checking has \q used for speech

A. This is an area which seems to cause a lot of confusion. Speech should not normally have a \q (unless it is inset or part of poetry).

Q. What if the original text is unreadable?

A. Sometimes the use of a magnifying glass can make it easier to read a particular word/letter. If it is still unreadable make a note on the printout for the editor.

Q. Since the text is not English, I find my eyes wandering over the page and I lose my position on the original. How can I avoid that problem?

A. You can use a ruler or straight edge to show you where you are in the text. Take regular breaks. When taking a break make a pencil mark or note to remind you where you reached.

Q. Is there a deadline for returning work?

A. We do not set a deadline for returning work, we have some flexibility in our schedule, but do like to have the checking done *within a month*, if possible. The “*one month target*” has been set to reduce the possibility of a piece of checking being “*forgotten*” — so easy to do when one is busy or under pressure. We will not “*chase you*” unless we really have to. Please contact us if you find there is a possibility of a long delay.

STANDARD FORMAT MARKERS

The chapters and verses are typed using “Standard Format Markers”. This enables us to put the text through the computer programs which will print out in the style and print required. The Standard Format Markers should always be typed at the left hand margin of the page.

- \id Identifies the book with the 3 letter book name e.g. LUK
(upper case)
- \id2 Language name, keyboarders name
- \n Keyboarders comments and questions etc.
- \mt Book name — In the language being keyboarded (Chapter1 *ONLY*)
- \st Sub-title e.g. “The Gospel according ...” (Chapter1 *ONLY*)
- \c 1 Chapter number
- \s Section heading e.g. “*John the Baptist prepares the way*”
- \r Use this for cross-references to other parts of scripture
e.g. (Mat 3: 1–11; Lk 3: 2–16)
- \p Paragraph marker (before a new paragraph).

\v 1 Verse number.

Note If a verse follows \c, \s, or \r, the verse should be preceded by \p

\q Indented text or poetry

\m Left margin marker. Shows the end of indented text or poetry within a paragraph — not required when a new paragraph is started a \p is used instead. However if a subhead is reached \m will be needed before \s

Speech:

Speech marks “ ” should be « for opening speech and » for closing speech. Single speech marks ‘ ’ are < to open and > to close.

f1 Use to mark a footnote within a text — the number is incremented at each footnote within the chapter

\f1 Footnote reference number followed by the footnote