



Palaeography

Date	19 th April 2020	Time	10:00 – 16:45
Venue	Madingley Hall Madingley Cambridge		
Tutor	Dr Heather Falvey	Course code	1920NDX309

Director of Academic Centres Dr Corinne Boz

For further information on this course, please contact The Arts and Sciences Team on artscience@ice.cam.ac.uk or 01223 761322

Tutor biography

Heather teaches local history at Certificate, Diploma, Advanced Diploma and Masters level at ICE and also at the University of Oxford's Department of Continuing Education.

Her main historical interests are social unrest and discord in early-modern communities and this is reflected in one of her current research projects, which concerns objections to a disorderly alehouse in Rickmansworth (Herts) in 1588. She has edited for publication several series of historical documents including, several volumes of late medieval wills, a memorandum book by two early-modern Hertfordshire vicars, a late-eighteenth century recipe book, and a collection of letters written between the family of Humphry Repton, the landscape gardener.

Course programme

09:30	Terrace bar open for pre-course tea/coffee
10:00 – 11:15	Session 1: Introduction: earlier forms of letters and numerals: basic transcription rules
11:15	Coffee
11:45 – 13:00	Session 2: Probate records: wills
13:00	Lunch
14:00 – 15:15	Session 3: Probate records: inventories
15:15	Tea
15:30 – 16:45	Session 4: Parish records
16:45	Day-school ends

Course syllabus

Aims:

- To introduce students to earlier forms of the letters of the alphabet, both lower and upper case and of numerals, both Roman and Arabic.
- To introduce students to the principles and techniques involved in palaeography, including how to lay out a transcript.
- To introduce students to a range of documents relevant to local and/or family history.
- To enable students to recognise the contents of various types of document and to set documents in the contexts of their production and purpose, since an understanding of the nature of their contents facilitates transcription.
- To enable students to transcribe old documents.

Content:

The initial session will introduce the students to the letters, numerals and abbreviations used in documents from the sixteenth century onwards. It will be demonstrated that, perhaps surprisingly, some sixteenth- and seventeenth-century hands are relatively easy to read as they are much more uniform than modern handwriting. Students will also be shown how to lay out a transcript so that it is both legible and accurate.

Since palaeography is an essential research tool, this will be a practical course using copies of various types of document, written in English. Before beginning to read and/or transcribe each document, they will be set in context: why they were produced, who wrote them and for whom, and what they reveal (and conceal). This will facilitate transcription because although the writing itself may be unfamiliar, if the purpose and approximate content of a document is known it is easier to read.

NB: Students will need to bring paper and pens/pencils. They may also find it useful to bring a magnifying glass.

Presentation of the course:

As this is essentially a practical course, it will be presented by means of reading and/or transcribing copies of documents which will be supplied as handouts. Initially we will read through the documents together, discussing the more difficult words (both spelling and meaning) but as the course progresses it is hoped that students will have the confidence to work on their own.

Following each session, transcripts of the documents for that session will be distributed, so that students will not have to write out a rapid transcript as we go along but will be able to annotate the more difficult words or letters in their documents, in that knowledge that they will receive a transcript later.

As a result of the course, within the constraints of the time available, students should be able to:

1. recognise particular classes of documents and to identify their typical content.
2. read earlier handwriting (with or without the aid of reference sheets).
3. produce a legible, well-ordered transcript.

Reading and resources list

Listed below are texts that might be of interest should you wish to supplement your learning on the course. Any essential reading is marked with an asterisk *

Author	Title	Publisher and date
C R Cheney	<i>Handbook of Dates for Students of English History</i>	Royal Historical Society, various reprints (latest edition revised by Michael Jones: CUP, 2000)
B. Durie	<i>Understanding documents for genealogy and local history</i>	History Press, 2013
D Dymond	<i>Researching and Writing History: A Guide for Local Historians</i>	Carnegie Publishing Ltd, 4 th edition, 2016
M Forrest	<i>Reading Early Handwriting, 1500-1700</i>	British Association for Local History, 2019
H E P Grieve	<i>Examples of English Handwriting 1150-1750</i>	Essex Record Office Publication no. 21, 1954, (reprinted 1995)
P M Hoskin & S L Slinn	<i>Reading the Past: Medieval Handwriting</i>	University of York, 2003
P M Hoskin, S L Slinn & C C Webb	<i>Reading the Past: Sixteenth and Seventeenth Century Handwriting</i>	University of York, 2001
Alf Ison	<i>A Secretary Hand ABC Book</i>	Berkshire Family History Society, 1982 (reprinted 2000)
H Marshall	<i>Palaeography for Family and Local Historians</i>	Phillimore, 2004
S. A. Raymond	<i>The Wills of our Ancestors: A guide for family & local historians</i>	Pen & Sword, 2012
David Yaxley	<i>A Researcher's Glossary of words found in historical documents of East Anglia</i>	Larks Press, 2003

Website addresses

<https://www.english.cam.ac.uk/ceres/ehoc/index.html>

<https://www.nationalarchives.gov.uk/palaeography/>

Additional information

Venue

Details of how to find Madingley Hall can be found on our website:
<http://www.ice.cam.ac.uk/who-we-are/how-to-find-the-institute>

Refreshments

Tea and coffee and lunch will be provided. If you have any specific dietary requirements or allergies and have not already advised us, please inform our Admissions Team on ice.admissions@ice.cam.ac.uk or +44 (0)1223 746262.

Note Students of the Institute of Continuing Education are entitled to 20% discount on books published by Cambridge University Press (CUP) which are purchased at the Press bookshop, 1 Trinity Street, Cambridge (Mon-Sat 9am – 5:30pm, Sun 11am – 5pm). A letter or email confirming acceptance on to a current Institute course should be taken as evidence of enrolment.

Information correct as of: 27 November 2019