

Editorial Conventions

The 'Accounts' are **transcribed in full** with the original spelling retained, except as noted below. Their general layout has been respected as far as possible. **Capital letters** are as used in the text, although some 'upper' and 'lower' case letters are hard to distinguish.

Folio numbers and original page numbers: Each folio of text is numbered in the margin, as [f. 1], [f. 2] etc. with the reverse as [f. 1v], [f. 2v] for 'verso'. Original page numbers are quite common but sometimes inconsistent and are shown within round brackets in the margin: '(p. 11)'. Original folio numbers are rare but if given are shown within round brackets in the margin as for example '(f. 2)'. Original covers, where they occur, are indicated by [cover 1], [cover 1v] etc. Blank pages are also indicated, e.g. [f. 1v, blank] or [fos 2v to 6, blank]. End covers where they exist are shown as [back cover r] for 'recto' and [back cover v] for 'verso'.

Marginal notes and account and paragraph headings given in the margin are retained in the margin as far as possible although lengthy notes may be placed in the text box with a footnote.

Explanations of anomalous or unusual words in the text are given within square brackets in the text or sometimes in footnotes.

Punctuation has been lightly modernized (for example stops and colons around figures in the text have been ignored) and has occasionally been supplemented for clarity.

Letters and symbols: 'ff' at the start of a word is rendered as 'F'. The old letter 'thorn' (usually written as 'y') is rendered as 'th' (in 'the', 'their', 'that' not 'ye', 'yr' and 'yt') and, as with other common abbreviations (such as 'w^{ch}', 'ou' for 'which', 'our'), has been silently expanded. The letters 'i', 'y' and 'j' are generally rendered as in the text e.g. ('ymposed' for 'imposed') or, in a Latinized phrase 'Maii' or 'Maij' for 'May' but in the interests of clarity, they have sometimes been modernized e.g. 'Maior' has routinely been replaced by 'Major' (or sometimes 'Mayor'), 'junior' for 'iunior' and 'majestie' for 'maiestie'. The letters 'u' and 'v' were often used interchangeably and have been edited to reflect modern usage, e.g. 'until' for 'vntil'; 'abovesaid' for 'abouesaid'. The symbol sometimes used for 'es' (like an elongated 'e' or 's') is transcribed in italics as 'es'. Ampersands (in a variety of styles) are retained as '&', or as '&c' in 'etcetera'. 'Viz', 'vizt' and variations (representing Latin 'videlicet' meaning 'namely') are retained as given.

Latin words or phrases are translated in square brackets in the text or in footnotes. The common Latin note added by the examiner of an account, '**Ex per**' with his name or initials, or '**Ex vers**' usually on the front or back cover of the 'Account', is abbreviated from 'Examinatus per' [examined by] or 'Examinatus versus' [examined against] or simply 'Examinatur' ['it was examined'] and is footnoted as such or translated within square brackets.

Names are given in full, extended with italics if an abbreviation mark is used (e.g. 'Richard', 'William', 'Draper') or if no such mark exists, extended as necessary with square brackets (e.g. 'Eliz[abeth]') except where the name has been signed by the individual, in which case the abbreviated name is used. For titles and indications of status the common 'Mr' for 'Master' has been retained. For other titles not given in full, superscripts, abbreviation or extender marks have been extended in *italics*, according to the scribe's normal usage, (thus 'Mistris', *Esquire*, 'Sir', 'Lord', 'Collonell', 'Leutenant' for

'M^{rs}', 'Esq.', 'S^r', 'Lo:', 'Coll^l', 'Leut^{ant}'). Where no extender mark is shown, the extension is in square brackets (as Capt[aine], 'Lieften[an]t').

Places: Obvious place-names in contemporary spelling are retained ('Coventree', 'Stoneley'). Where identification is less clear, the modern place-name is added in square brackets as: 'Auster [Alcester]', 'Esom [Evesham]'.

Abbreviations: Where the original text has superscript letters, extender loops (to the letters 'p', 'v', 'n' etc. as in 'pvision'), tildes or punctuation marks representing missing letters (e.g. Warr') the word has been extended with the extension in italics (e.g. 'Warrwick', 'provision', 'warrant' etc.) . Where the extension is uncertain an apostrophe is used, e.g. Warr', when it might be either 'Warwick' or 'Warwickshire'.

Blanks are shown as [-].

Deletions (where readable) if markedly different from the final version are shown with a strike through line: ~~Warwick~~.

Interlineations and words or phrases obviously added later are shown with angled brackets: <his souldiers>.

Words repeated in **error** or with unusual spelling are noted '[sic]' for 'thus'.

Letters or words which are **illegible** or **absent** through **obliteration** or **damage** are shown '[...]'. However, when the missing words, letters or numbers can be inferred, they are given in square brackets, e.g. '[...]lonel' is shown as '[Co]lonel. Omissions through **scribal** conventions or **errors** e.g. 'Wa[r]wick]' are treated similarly. '.

Doubtful readings If the restoration is uncertain, it is shown as, e.g. '[Warwick?]

Monetary values:

Before decimalisation, the pound (£) was made up of 20 shillings and each shilling (s = 'solidus') was made up of 12 pence (d = 'denarius'). Some 'Accounts' include additional columns or textual references to 'ob' (Latin 'obolus' = a half-penny) or 'qd' or 'qr' (Latin 'quadrans' = a farthing or a quarter of a penny). These are rendered as the fractions '½' or '¼' in the text or in the pence column as appropriate.

Numerals in the text and the monetary columns are usually in Arabic but Roman numerals or a mixture of Roman and Arabic numerals are quite common. These are all rendered in Arabic for consistency. The symbol 'li' (for 'libra') for a monetary pound is given as '£'; where 'li' or 'lb' is used for a pound weight it is given as 'lb'. Monetary values in the text are retained as given but any hyphens or stops are omitted. The values are usually listed in columns on the right, and these are retained, with the £ s d symbols included if given, but only at the head of each page and for the sum totals. If monetary totals are written in the left-hand column or within the text they are retained there.

Sometimes non-sterling monetary values exceeding 19 shillings or 11 pence (e.g. '26s' or '16d') are given in the text or in the monetary columns. They are retained as given in the text but where they appear in the monetary columns, the original form is shown at the right-hand edge of the text box and the sterling equivalent is placed in square brackets in the appropriate monetary column (eg. '[£1 6s]' or '[1s 4d]').