

Transcription guide for Danish West Indian censuses

(Version 6, February 2016)

Please observe the following rules when you transcribe Danish West Indian censuses:

1. If the document (the digital image) is a front page, a back page or an empty page, tick the option "yes" at the top of the page. You can now save the document without entering anything in the mandatory fields (marked with an *). Please be aware that the censuses are pre-printed forms that often have standard front and back pages that should not be transcribed.
2. Censuses contain a great deal of information, but you should only enter the following information in the fields (see figures 1 and 2):

The section "At the top of the page":

- a. Year: This information does not always exist in the document. But as censuses are always held in a specific year, the year will appear from the name of the archival series, e.g. "Census of 1850, Danish West Indies". If there is no year, tick "empty field".
- b. Name of the island: This information is not always in the document. If this is the case, it can often be found on the front page of the document, i.e. the previous page. If the name does not appear in either place, tick "empty field".
- c. Name of the town: This does not appear on all pages as some of the pages deal with the rural districts. However, the information can appear on the front page of the document, i.e. the previous page. If the name does not appear in either place, do not fill in the field. There were 4 towns in the Danish West Indies: Charlotte Amalie (also called "St. Thomas"), Christiansted and Frederiksted on St. Croix, and Cruz Bay on St. John.
- d. Name of the quarter: "Quarter" means a geographical area (district). It was mainly the rural districts that were divided into quarters, but the town of Charlotte Amalie was also divided into quarters. This is why the name of the quarter does not appear on all pages. However, the information can appear on the front page of the document, i.e. the previous page. If a name of a quarter is not given, do not fill in the field. St. Croix was divided into 9 quarters, St. Thomas' rural district into 8 quarters, and St. John into 5 quarters (see below).
- e. Street name and house number or name of plantation and land registry number: In the towns, the name of the street and the house number will be given, but in rural districts the plantation's (property's) name and land registry number are given instead. The information should be entered in the following order: "Name of street" and "house number" or "name of plantation" and "land registry number". If neither a street name nor a house number appear, tick "empty field".
- f. Name of owner: The name of a property owner can be the name of a person, an authority, e.g. Borgerrådet (Burgher council), or an organization (e.g. the Lutheran Church). However, the information can appear on the front page of the document, i.e. the previous page. If the name of the owner is not given tick "empty field".

The section "Occupants":

- a. Name of occupant: The name of the occupant of the town house or the plantation is not necessarily identical with the owner. The name should be entered with all titles, e.g. enke (widow), kommandant (commandant), junior etc. If the name of the occupant is not given, tick "empty field".

- b. When the section "Occupants" has been completed with information about the first person in the document, press "Add section", which opens a new section for entering the next on the list, and so on.

The section "Other text":

- a. Other text on the page: Sometimes there is more information in the margin of the form. This information can be entered into this field. It is not mandatory, but the information may be important.
 - b. Your comments: You can enter any comments you may have on what you have typed here. This also applies if you have background knowledge about the persons or places that appear in the document. You should be aware that your comments will be visible to everyone on the website.
3. Personal names should be typed as they appear. This means that spellings should be retained even though they may seem to be wrong. The Danish West Indies were multinational and consequently many names appear in different languages and can be spelled in several different ways.
 4. Place names should be typed as they appear. If you need help to identify the place name, you can refer to [James William McGuire: Geographic Dictionary of the Virgin Islands of the United States \(1925\)](#).
 5. Fields marked with a red asterisk * are mandatory and must be filled in. If you cannot fill in a mandatory field, tick "empty field".
 6. All other text in the document that the rules above indicate must be entered as given even though the spelling appears to be wrong.
 7. Abbreviations in the document should be entered as they appear. If you wish to write the abbreviation in full, which you are very welcome to do, please do this in parentheses. For example, if a personal name is "Geo:", you can write "Geo: (George)" in the field.
 8. Dates should be entered as they appear in the document.
 9. If 'ditto', 'do', 'ibid.', –II– appear to indicate that a person or a place name is identical with the above-mentioned, repeat the wording from the entire field being referred to.
 10. If you cannot read a sentence or a single word in a sentence, type [cannotread].
 11. You do not have to type the entire document all at once, but we recommend that you do. (See "From the beginning to the complete transcription" at the end of this document). You will only be awarded points for having completed a whole page.

Names of quarters in the Danish West Indies:

- St. Croix, 9 quarters: Compagniets quarter, Dronningens quarter, Kongens quarter, Prinsens quarter, Westende quarter, Ostende quarter A, Ostende quarter B, Nordside quarter A, Nordside quarter B.
- St. Thomas rural districts, 8 quarters: Oost Ende quarter, Røde Huck quarter, Frenchman's Bay quarter, New quarters, Store Nord Side quarter, Lille Nord Side quarter, Syd Side quarter, Vestende quarter.
- St. Thomas town, 3 quarters: Kongens quarter, Dronningens quarter, Kronprinsens quarter.
- St. John, 5 quarters: Cruz Bay quarter, Maho Bay quarter, Reef Bay quarter, Coral Bay quarter, Oost Ende quarter.

We would like to hear from you if you wish to comment on this guide. You can either write to us at crowd@sa.dk (remember to indicate in the subject field which archival collection you are commenting on) or call at +45 41 71 73 00.

Fig 1: Please type the below

Name of occupant: Eleonor Hannemann

Street name and house number:
Hill Street, 7B

Name of owner: Frederikka Hennemann

Name of town: Christiansted

Name of island: St. Croix

| REGISTER | | | | | | | | | | | |
|--|---|--------|----------|--------|----------------------|---------------------------------|--|---------------------|-------------------------|--|------------------------------------|
| of Inhabitant living in the Town of <i>Christiansted</i> in <i>St. Croix</i> | | | | | | | | | | | |
| For the House No. <i>7 Hill</i> Street, belonging to <i>Frederikka Hennemann</i> | | | | | | | | | | | |
| Number of families residing in the house. | Names of all persons residing in the house. | Males. | Females. | Total. | Where born. | Age, the running year included. | Religion and when baptized. | Married, Unmarried. | Widower, Widow. | Each Persons Title, Office, Trade, Living, and relative state in the family. | Persons infected with the leprosy. |
| | <i>Frederikka Hennemann</i> | 1 | | | <i>St. Croix</i> | <i>55</i> | <i>Lutheran</i> | <i>not married</i> | | | |
| | <i>L. H. Hennemann</i> | 1 | | | <i>d^o</i> | <i>60</i> | <i>d^o baptized 25 July 1891</i> | <i>yes married</i> | <i>Saddler</i> | | |
| | <i>Eleonor Hennemann</i> | 1 | | | <i>d^o</i> | <i>45</i> | <i>Episcopal Church</i> | <i>yes married</i> | <i>supported by her</i> | | |

Fig 2: Please type the below

Name of occupant: Theodora Keating

Name of quarter: Ny Quarter

Name of plantation and tax land registry number: Hospitalsgrundene 1B

Name of island: St. Thomas

Name of owner: Zephenieh Keating

| REGISTER | | | | | | | | | | | | |
|---|---|--------|----------|-------------------|---|--------------------------|---|---|-------------------------------|---|---|--|
| of Inhabitants living in the Country in the Island of <u>St. Thomas</u> for the Property in <u>Hospitalsgrundene</u> in <u>Ny Quarter</u> | | | | | | | | | | | | |
| No. <u>15</u> belonging to <u>Zephenieh Keating</u> | | | | | | | | | | | | |
| Number of families or housekeeping on the property. | Names of all persons residing on the property. Children not christened are put down as 'boy' or 'girl'. | Males. | Females. | Where born. | If not born in the Danish West India Islands, year of settlement there. | Age, the completed year. | Religion or the church that the person attends. | Married, unmarried, widower, widow, divorced. | Relative state in the family. | Each person's title, office, trade, living. | Deaf and dumb, blind, idiot, insane, suffering from leprosy or elephantiasis. | Observations concerning temporary absence from the Island and other remarks. |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. | 12. | 13. |
| X | <u>Zephenieh Keating</u> | 1 | X | <u>St. Thomas</u> | | 34 | <u>Lutheran</u> | <u>Married</u> | <u>Head of family</u> | <u>Blacksmith</u> | | |
| | <u>Theodora Keating</u> | X | 1 | <u>St. Thomas</u> | | 27 | <u>Lutheran</u> | <u>Married</u> | <u>His Wife</u> | | | |
| | <u>Frederick Keating</u> | 1 | | <u>St. Thomas</u> | | 6 | <u>Lutheran</u> | | <u>His son</u> | | | |
| | <u>Isidore Keating</u> | 1 | | <u>St. Thomas</u> | | 3 | <u>Lutheran</u> | | <u>His son</u> | | | |
| | <u>Endrine Keating</u> | 1 | | <u>St. Thomas</u> | | 1 | <u>Lutheran</u> | | <u>His daughter</u> | | | |
| | <u>George Cohen</u> | 1 | | <u>St. Thomas</u> | | 13 | <u>Lutheran</u> | | <u>Servant</u> | <u>Servant boy</u> | | |
| | <u>Francis Vincent</u> | 1 | | <u>Torkala</u> | 1901 | 17 | <u>Methodist</u> | | | <u>Servant</u> | | |
| X | <u>James Smith</u> | 1 | | <u>St. Croix</u> | | 48 | <u>Episcopal</u> | <u>Unmarried</u> | | <u>Butcher</u> | | |
| | <u>Margaret Berg</u> | 1 | | <u>St. Thomas</u> | | 37 | <u>Moravian</u> | <u>Unmarried</u> | | <u>Washer</u> | | |
| | <u>Henriette Smith</u> | 1 | | <u>St. Thomas</u> | | 16 | <u>Moravian</u> | | | <u>Servant boy</u> | | |
| | <u>Ella Larsen</u> | 1 | | <u>St. Croix</u> | | 21 | <u>Lutheran</u> | <u>Unmarried</u> | | <u>Washer</u> | | |
| X | <u>William Mc Bean</u> | 1 | | <u>St. Thomas</u> | | 26 | <u>Episcopal</u> | <u>Unmarried</u> | | <u>Laborer</u> | | |
| | <u>Engelborg Mc Bean</u> | 1 | | <u>St. Thomas</u> | | 3 | <u>Lutheran</u> | | <u>His daughter</u> | | | |
| | <u>Clifford Mc Bean</u> | 1 | | <u>St. Thomas</u> | | 1 | <u>Lutheran</u> | | <u>His son</u> | | | |