Keying Format for Maury Journals (German set) – First & Second Groups

Header Record – one per ship's voyage

COLUMNS	#CHARACTERS	DESCRIPTION	KEYING INSTRUCTIONS
1-4	4	Folder ID	Key the index value of the Folder ID.
5-28	24	Ship Name	Key the index value of the Ship Name. Left justify, blank fill. An adjunct Excel spreadsheet is provided that contains an easy-to-read list of ship names.
29-43	15	Ship Type	Key the index value of the Ship Type. Left justify, blank fill.
44-67	24	Captain's Name	Key the index value of the Captain's Name. Left justify, blank fill.
68-91	24	Voyage Origin	Key the port name entered after "From" at the top of page 2 of the log. Some ports have changed name since the voyage was taken; if the port name has changed, key the port name as it appears on the form. Left Justify, blank fill.
92-115	24	Voyage Destination	Key the port name entered after "to" at the top of page 2 of the log. Some ports have changed name since the voyage was taken; if the port name has changed, key the port name as it appears on the form. Left Justify, blank fill.
116-123	8	Voyage Begin Date	mmddyyyy - Key the index value of the Beginning Date.
124-131	8	Voyage End Date	mmddyyyy - Key the index value of the Ending Date.
132-134	3	Beginning Page Number	Key the page number of the first page of the voyage. This entry plus the Folder ID link the Header Record to its Data Records. Right justify.

Data Record – one per logbook entry

COLUMNS	#CHARACTERS	DESCRIPTION	KEYING INSTRUCTIONS
1-4	4	Folder ID	Key the index value of the Folder ID.
5-7	3	Beginning Page Number	Key the page number of the first page of the voyage. This entry plus the Folder ID link this Data Record to its Header Record. Right justify.
8-10	3	Data Page Number	Key the logbook's page number, found in the upper outside corner of the page.
11-14	4	Year	yyyy -- Key the year of the observational record.
15-16	2	Month	mm – Key 1-12, interpreted from roman numerals in the "Date" column. You may have to interpret the date from the Remarks or elsewhere on the form, so look at the entire form – you may have to look at the previous or next form to help you determine the date. Right justify, zero fill.
17-18	2	Day	dd – Key 1, 2, 3, etc., from the value in the "Date." column. Right justify, zero fill.
19-20	2	Hour	hh – Key as entered in the logbook, generally 01-12 although some may use a 24-hour representation (0-23, where 0 is midnight) . Ensure the AM/PM indicator is set correctly in

			position 20 for both 12-hour and 24-hour clock entries. Right justify, zero fill.
21	1	AM/PM	Key “A” or “P” for am or pm.
22-22	1	Celestial or Dead Reckoning Indicator	Key “C” for celestial, or “D” for Dead Reckoning, or “M” for a mixture of the two. The observer will have denoted dead reckoning values as such on the form.
23-27	5	Latitude	DDMMH -- where DD means Degrees, MM means Minutes, and H means Hemisphere. These values are given in the "LATITUDE." column, and are generally reported at noon only. If two Lat values are given, say a celestial measurement and one from dead reckoning, use the celestial entry. Key pos 22-23 with the DD value, right justify, zero fill, pos 24-25 with the MM value, right justify, zero fill, pos 26 with the H value, N or S. If the ship enters a different hemisphere, change the H value accordingly.
28-33	6	Longitude	DDDMMH -- where DDD means Degrees, MM means Minutes, and H means Hemisphere. These values are given in the "LONGITUDE." column, and like latitude are generally reported at noon only. If two Lat values are given, say a celestial measurement and one from dead reckoning, use the celestial entry. Key pos 27-29 with the DDD value, right justify, zero fill, pos 30-31 with the MM value, right justify, zero fill, pos 32 with the H value, E or W. If the ship enters a different hemisphere, change the H value accordingly.
34-40	7	Direction of Current	Key as follows: Left justify, blank fill. If the direction is given as a standard 16-point direction code, e.g.: N, NNE, NE, etc., key it as is. If the direction is given as a text entry, convert the text into a standard direction code, e.g.: N, NNE, etc. If given as Calm, Clm, Variable, Var, Vrb, or Baffling, key Calm types = C, Variable types = V, and Baffling = B. If given as one direction “through” another, e.g.: “Variable E through W”, key as VEW. If given as a combination of alphanumerics, e.g.: N45E, S67E, key as given. If given as one direction “by” another, e.g.: WNW by N, key as WNWXN. If given as one direction “to” or “through” another, e.g. NNW to/through N, key as NNWTN. If given using a combination of directions and fractions, e.g.: “SW ¾ W”, convert the fraction to a three-digit decimal value, using the table below, and key as “SW750W”. If the code is given in other than English, try to interpret it. If the direction given is not interpretable by these rules, key a “~“ in the first position. 1/16 = 063 1/8 = 125 ¼ = 250 1/3 = 333 3/8 = 375 ½ = 500 5/8 = 625 2/3 = 667 ¾ = 750 7/8 = 875 If you encounter any other fractional value, convert it to a 3-digit decimal value, rounding the third digit as necessary, enter it into the table, and inform CDMP of the new fractional (decimal) value encountered.
41-44	4	Rate of Current	Convert fractional values into decimal values. Key decimal value * 100, e.g.: ¼ key as 0025, 1¼ key as 0125, 1 key as 0100, 1.1/2 key as 0150, 15 key as 1500, 15.3/4 key as 1575. Do not key any decimals. Right justify, zero fill. Some of the rates reported

			are for a 24 hour period. CDMP will identify these during conversion and correct accordingly.
45-45	1	Pressure Units	Key: 1 if English Inches (default, unless specified otherwise on the form) 2 if Paris Inches, and 3 if Millimeters
46-49	4	Barometric Pressure	Key digits from the "Barometer Height" field, leaving off any decimal point. The keyed data will be of the format TUth: Tens, Units, tenths, hundredths. If only tenths and hundredths are recorded on the form, look earlier up the form to find leading whole units and key those whole units in combination with the tenths and hundredths portion given. Right justify, blank fill.
50-50	1	Barometer Temperature Units	Key: 1 for Fahrenheit (default, unless specified otherwise on the form) 2 for Celsius 3 for Réamur 4 for Celsius to tenths
51-53	3	Barometer Temperature	Key digits from the "Barometer Ther. Att'd" field. Right justify, blank fill. The decimal point is implied based on the unit's indicator above.
54-54	1	Air Temperature Units	Key: 1 for Fahrenheit (default, unless specified otherwise on the form) 2 for Celsius 3 for Réamur 4 for Celsius to tenths
55-57	3	Air Temperature	Key given value. Right justify, blank fill. The decimal point is implied based on the unit's indicator above.
58-58	1	Sea Temperature Units	Key: 1 for Fahrenheit (default, unless specified otherwise on the form) 2 for Celsius 3 for Réamur 4 for Celsius to tenths
59-61	3	Water Temperature	Key given value. Right justify, blank fill. Decimals are implied based on the unit's indicator above.
62-63	2	Cloud Form	Key first (or only) given value. Note, the entries may not be spelled out; they may be abbreviated, e.g., "Cir" for cirrus, or "Nimb" for nimbostratus. Interpret as appropriate and abbreviate as follows: Cirrus CI Cirrocumulus CC Cirrostratus CS Altocumulus AC Altostratus AS Stratocumulus SC Stratus ST Nimbostratus NS Cumulus CU Cumulonimbus CB
64-70	7	Cloud Direction	Key according to the instructions for Direction of Current, above.
71-72	2	Proportion of Sky Clear	Key given value, or if given as a fraction of ten, key the numerator. Right justify, blank fill.
73-74	2	Hours of Fog	Key any given value that is accompanied by an "A". Round up to the nearest whole number. If an "A" appears without a number, key 1. Note, if there is an entry given for Hours of Fog key it, do not key any Fog information from the Remarks. If there is no entry, leave it blank, otherwise right justify, blank fill.

75-76	2	Hours of Rain	Key any given value that is accompanied by a “B”. Round up to the nearest whole number. If a “B” appears without a number, key 1. Note, if there is an entry given for Hours of Rain key it, do not key any Rain information from the Remarks. If there is no entry, leave it blank, otherwise right justify, blank fill.
77-78	2	Hours of Snow	Key any given value that is accompanied by a “C”. Round up to the nearest whole number. If a “C” appears without a number, key 1. Note, if there is an entry given for Hours of Snow key it, do not key any Snow information from the Remarks. If there is no entry, leave it blank, otherwise right justify, blank fill.
79-80	2	Hours of Hail	Key any given value that is accompanied by a “D”. Round up to the nearest whole number. If a “D” appears without a number, key 1. Note, if there is an entry given for Hours of Hail key it, do not key any Hail information from the Remarks. If there is no entry, leave it blank, otherwise right justify, blank fill.
81-81	1	Magnetic Variation Indicator	Key 1 if Magnetic Variation is given in Degrees of the compass. Key 2 if Magnetic Variation is given in Points of the compass. Key 3 if Magnetic Variation units are not indicated on the form.
82-86	5	Magnetic Variation	If Magnetic Variation Indicator (above) is 1: Key DDMMd, where DD = degrees, MM = minutes, and d = declination of variation (E or W). If Magnetic Variation Indicator (above) is 2: Key PPT d, where PP = points, T = tenths of a point, and d = declination of variation (E or W). Key a single space between T and d. If DD, MM, d, PP, or T is blank then leave its respective key position(s) blank.
87-93	7	Wind Direction	Key according to the instructions for Direction of Current, above.
94-95	2	Wind Rate	Key the given Beaufort Force value (0-12). If more than one Beaufort value is present, enter the higher/highest of them. Right justify, blank fill. Note, if there is a Beaufort Force value key it, do not key any wind information from the Remarks. Need way to handle mph – folder 1108 Note, if you have keyed a Beaufort Force here, do not key an entry below.
96-98	3	Wind Strength	This field is present for Group 2 records when the remarks section will be used to extract the weather and wind force information. This field will be blank filled for Group 1 records. Enter if appropriate, else leave blank. If standard Beaufort terms were found in the descriptive Remarks, Key according to the following table: Beaufort wind — Positions 96-97 Calm 20 Light air 21 Light breeze 22 Gentle breeze 23 Moderate breeze 24 Fresh breeze 25 Strong breeze 26 Moderate gale 27 Fresh gale 28 Strong gale 29 Whole gale 30 Storm 31 Hurricane 32

			Baffling 33 In these cases position 98 will be blank. For other descriptions of wind strength use the following codes for their corresponding one or two word combinations (i.e., coded as a 2-digit code for one word in positions 96-97, followed optionally by a 1-digit code for a second word in position 98), e.g., key “Gale” as ’45 ’, and “Fine Breeze” as 431: Positions 96-97 / Position 98 Brisk 40 / Breeze 1 Declining 41 / Gale 2 Faint 42 / Trade 3 Fine 43 / Wind 4 Fresh 44 / Air 5 Gale 45 / Puffs 6 Good 46 / Squalls 7 Hard 47 Heavy 48 Less 49 Light 50 Moderate 51 Nice 52 Pleasant 53 Squally 54 Steady 55 Stiff 56 Strong 57 Unsteady 58 Violent 59 Gentle 60 Fair 61 Variable 62 Smart 63 Small 64 Increasing 65 Changeable 66 Monsoon 67 Powerful 68 Furious 69 Severe 70 Leading 71 Add and key new table entries as appropriate as you encounter new terms. Inform CDMP of any new entries in any table in the form. Note: the following combinations should be disallowed, as they represent Beaufort wind notations, which should be keyed according to the earlier table given: 501 601 511 441 571 512 442 572

			This convention will document whether Beaufort wind notations were recorded in the Remarks.
99-99	1	Weather Entry Indicator	Note: For most of Group 1 logbooks the present weather entries will be in positions 72-79. For Group 1 this field will generally be blank filled. Key: 1 for Present Weather indicated by a Beaufort Code on the form 2 for Present Weather interpreted from text entries on the form.
100-105	6	Present Weather from Beaufort Code on form	Key any "Present Weather" Beaufort Code entries as combinations of the following Beaufort Codes. Left justify, blank fill. This list may have to be expanded to cover entries under a "2" indicator in position 99 above. This can be accomplished by adding numeric codes to the following list and documenting them appropriately. b blue sky c cloudy sky d drizzle f fog g gloomy h hail l lightning m mist o overcast, overcast skies p passing showers q squally r rain, rainy s snow t thunder u ugly threatening sky v exceptional visibility w dew z haze
		Present Weather from text entries on form	01 beautiful 02 passing clouds 03 starlight 04 dismal 05 damp weather 06 moist 07 damp atmosphere 08 *(not used)* 09 dull 10 distant lightning 11 thick 12 showers 13 small shower of rain 14 blustery 15 brisk 16 threatening 17 bright 18 broken sky 19 fair 20 fine 21 good 22 pleasant 23 moderate 24 chilly

			25 little colder 26 cold 27 warm 28 hot 29 calm 30 light winds 31 trade winds 32 steady 33 steady wind 34 stormy 35 wet 36 bad 37 unpleasant 38 unsettled 39 unsteady 40 changeable 41 rain squalls 42 dark clouds 43 passing squalls 44 waterspout 45 doldrums 46 sleet 47 decreasing clouds 48 sultry 49 snowstorm 50 charming 51 dry 52 heavy

Note: For the Group 1 nothing will be keyed from the Remarks section. For Group 2, Wind and Present Weather information will be extracted from the Remarks.

Note: The observer may have entered all of part of an entry in a wrong (adjacent) column and then entered the entry into its appropriate column. Ignore the incorrect/partial entry.

Note: In some cases the observer will have used ditto marks (or the abbreviation "do"). Look earlier up the form to determine the value represented by ditto marks.

Note: When you see a reference to First Part, Second (or Middle) Part, or Third (or Latter) Part, it refers to three 8-hour divisions of the 24 hour day, where the First Part is the time from noon to 8pm, the Second or Middle Part is the time from 8pm to 4am, and the Third or Latter Part is the time from 4am to noon. So, if you see references to Parts, you should expect to encounter them in the following order for a date: Middle, Latter, First. The Group 1 forms are marked this way, vertically, in the wind direction column for the first date on each page. Key information noted for these Parts into the corresponding ending hour for the Part, e.g.: information from the Middle Part should be keyed into the record for the 4am hour for the date, information from the Latter or Third Part should be keyed into the noon hour's record for the date, and information from the First Part should be keyed into the record for the 8pm hour for the date.

Note: There may be instances that require you to visually line up an entry on the form with its corresponding hour to determine which hour (or Part) the information applies to. Pertaining to Group 2, in some logbooks' Remarks sections observers made entries labeled First, Middle and Latter Parts, which don't line up with 4 am, noon, and 8 pm. Key those entries into their proper hour's record, e.g.: Latter into noon, First into 8pm, and Middle into 4am. Also pertaining to Group 2, in some logbooks' Remarks sections observers made entries labeled First, Middle and Latter Parts but which had non-standard times associated with them in the Remarks.

In such cases, key the time noted by the observer rather than the “standard” time expected for the designated First, Middle, or Latter part.

Note: Sometimes observers entered more than one observation in a single field of the form. In these cases try to visually line up the observation with its corresponding hour and key the entry into that hour’s record.