

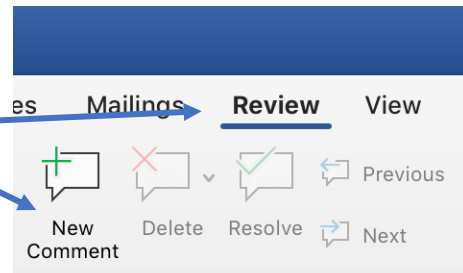


## Instructions and Style Guide Coolidge Speech Digitization Project

### General Instructions

1. Open the email you receive from the Coolidge Foundation and download the PDF of the original speech and the Microsoft Word document of the raw, unedited version.
2. Read through the PDF original to familiarize yourself with the original text.
3. In the Microsoft Word file, identify all differences from the original text and correct errors.
  - a. Errors may include, but are not limited to, mis-spellings, incorrect words, presence of erroneous characters such as page numbers or headings left over from the scan of an original printed version, etc.
  - b. If you're unsure how to edit a particular mistake in a speech, make note of it using the review/comment feature in Microsoft word - a Coolidge staff member will review your work to resolve any outstanding issues.

Highlight any error you are unsure of how to fix, then select 'Review' and 'New Comment' from the top menu to indicate that further review is necessary after we receive your final edits.



4. Format the speech according to the Style Guide (below)
5. Complete the boxes in the header above the speech if information is available (further instructions are below in the style guide). Please include 4-5 'tags' for your speech to help us categorize the collection based on topic.
6. Optional: write a brief (100 word or less) "what this speech means to me" note to accompany the speech. This will appear under your byline as the first comment on the speech once it is posted on the Coolidge Foundation's speech archive.
7. Save the file as a Word Document and attach it to an email to C.C. Borzilleri at: [cborzilleri@coolidgefoundation.org](mailto:cborzilleri@coolidgefoundation.org).

## Style Guide

### 1. Original Spellings

- a. Please use all of the original spellings of words as they appear in Coolidge's writings, even if this is not how we continue to spell these words today. Do not rely on the Spellcheck feature of Microsoft Word for these errors – many will not be caught by Spellcheck if the error still spells a valid word. The following examples from the sample speech may be helpful:

priceless  
nt Antaeus.

- i. In this instance, Coolidge outsmarted the system! Microsoft doesn't quite have the knowledge of the classics that President Coolidge did, so we will keep this word in the speech even though Spellcheck doesn't recognize it.

boy who has the  
of scouthood.

- ii. Coolidge took creative license here to create an altogether new word. If you encounter such instances, please leave such words in the edited text so we can admire his handiwork.

- b. Please do not correct grammar mistakes if you find any in the original text, leave the speech in its original form. Here's another example from the sample speech of what this might look like:

foreign associates in the great  
are determined to live by it; the  
e to the well being, right thinki

- i. Microsoft Word would prefer there to be a hyphen here, but we will defer to the President's original text rather than try to correct all instances of grammatical disagreement.

### 2. Exact Transcription

- a. Do not paraphrase the speech.
- b. Do not use acronyms where they do not appear in the speech or make any other changes to the original text.
  - i. *Example: write "United States of America" rather than shortening to "USA" if this is how it appears in the original text.*
- c. Please include the original paragraph breaks, but do not try to match the original line breaks. Type through an entire paragraph and then press "Enter" or "Return" to start a new line for the next paragraph.

- d. Many words in the document may be hyphenated unnecessarily if they appear at the end of a line on the original document. Do not include these erroneous hyphens in the final product.

### 3. Speech Header

- a. Above the text of the speech itself, we ask that you fill-out some basic information about the speech. (See the sample speech below for an example.) It is possible that the PDF version of the speech you received from the Coolidge Foundation does not list the location or context in which the speech was given. In such cases, you do not need to do additional research, but rather can simply leave the field(s) blank. Please do not guess any of the contextual information or find it from other sources.
- b. If the original document that you received from the Coolidge Foundation *does* contain this information, please ensure that the final Word Document you submit retains this information so that the record will be as complete and accurate as possible. You do not need to include any editorial notes from the original document.
- c. Many of the PDF original documents contain this contextual information in a footnote at the bottom of the first page. In the conversion process, this information often gets mixed into the body of the speech, so be sure to watch for this information appearing in the middle of the content and move it to the correct locations.

### 4. Speech Format

- a. The first word of the speech will likely appear in all capital letters in the PDF, but this was a later editorial decision rather than Coolidge's preference. Please edit the first word of the speech to begin with an upper-case letter and continue in lower-case as is traditional.
- b. Use only one space between sentences, even if the PDF appears to have two spaces between them.
- c. Use bold, italic, or underlined only when these features are present in the original document.
- d. Don't add superscript/subscript/other special formats or characters – just type in plain text.
- e. Try to match the type of dashes used in the original document, single en dashes (-) or double em dashes (–).
- f. Do not indent new paragraphs. Instead, hit 'Enter' or 'Return' twice at the completion of one paragraph to create a blank line between paragraphs.
- g. The final document text should be Times New Roman, size 12 font, single spaced.

## Sample Completed Speech

**Title:** Address to a group of Boy Scouts

**Date:** July 25, 1924

**Location:** Washington, DC, delivered via telephone

**Context:** To a farewell meeting in New York for a group of Boy Scouts who were to sail July 26 to attend an international gathering of the organization in Copenhagen.

**Optional: What this speech means to me:** The enduring strength and history of the Boy Scouts impresses me most about this speech. Working for the Coolidge Foundation, we try to bring our 30<sup>th</sup> President into the modern conversation, and in this speech it feels as though he is right here with us. We also get a glimpse of some of the President's happiest memories and favorite topics in this speech. He remembers his boyhood, at Plymouth Notch, and he speaks of the Classics, which informed much of his personal philosophy. This speech was given by a happy Coolidge, which is something quite special.

**Tags:** Childhood, Nature, Rule of Law, Faith, Boy Scouts, Classics

### Speech:

There was no Boy Scout organization in my boyhood, but every boy who has the privilege of growing up on a farm learns instinctively the three fundamentals of scouthood.

The first is a reverence for nature. Boys should never lose their love of the fields and the streams, the mountains and the plains, the open places and the forests. That love will be a priceless possession as your years lengthen out. There is an instructive myth about the giant Antaeus. Whenever in a contest he was thrown down, he drew fresh strength from his mother, the earth, and so was thought invincible. But Hercules lifted him away from the earth and so destroyed him. There is new life in the soil for every man. There is healing in the trees for tired minds and for our overburdened spirits, there is strength in the hills, if only we will lift up our eyes. Remember that nature is your great restorer.

The second is a reverence for law. I remember the town meetings of my boyhood, when the citizens of our little town met to levy taxes on themselves, and to choose from their own number those who should be their officers. There is something in every town meeting, in every election, that approaches very near to the sublime. I am thrilled at the thought of my audience tonight, for I never address boys without thinking, among them may be a boy who will sit in this White House. Somewhere there are boys who will be presidents of our railroads, presidents of colleges, of banks, owners of splendid farms and useful industries, members of Congress, representatives of our people in foreign lands. That is the heritage of the American boy.

It was an act of magnificent courage when our ancestors set up a nation wherein any boy may aspire to anything. That great achievement was not wrought without blood and sacrifice. Make

firm your resolution to carry on nobly what has been so nobly begun. Let this nation, under your influence, be a finer nation. Resolve that the sacrifices by which your great opportunities have been purchased will be matched by a sacrifice, on your part, that will give your children even a better chance.

The third is a reverence for God. It is hard to see how a great man can be an atheist. Without the sustaining influence of faith in a divine power we could have little faith in ourselves. We need to feel that behind us is intelligence and love. Doubters do not achieve; skeptics do not contribute; cynics do not create. Faith is the great motive power, and no man realizes his full possibilities unless he has the deep conviction that life is eternally important, and that his work, well done, is a part of an unending plan.

These are not only some of the fundamentals of the teachings of the Boy Scouts, they are the fundamentals of our American institutions. If you will take them with you, if you will be living examples of them abroad, you will make a great contribution toward a better understanding of our country, and receive in return a better understanding of other countries; for you will find in foreign lands, to a very large extent, exactly what you carry there yourselves. I trust that you can show to your foreign associates in the great scout movement that you have a deep reverence for the truth and are determined to live by it; that you wish to protect and cherish your own country and contribute to the well being, right thinking and true living of the whole world.