WORD 4 WORD TRANSCRIPTION

Audio file Name: [Insert]

Duration: [Insert]

Date transcribed: [Insert]

Transcribed for: [Insert]

<u>Transcription key</u>

Cannot decipher = (unclear + timecode)

Sounds like = [s.l + timecode]

Over-speaking = (Over-speaking + timecode)

<u>Speaker key</u>

I: = Interviewer

R: = Respondent

Identification:

I: **In a standard one-to-one interview/focus group transcription the interviewer's speech is typed in bold text.**

R: The respondent's speech would be typed in regular text.

I: **Interviewers and respondents can also be individually identified by name, initials, or numbers, whichever you prefer.**

Brackets and time codes:

R: A part of the audio that cannot be heard clearly would be indicated within the text by (unclear + timecode). If the unclear section spreads over three or more seconds a complete time tag would be included, as such (unclear 0:03:05 – 0:03.08).

I: **Over-speaking can occur in interviews, sometimes meaning only one or neither speaker can be heard clearly, in this instance the following tag would be used (Over-speaking + timecode) for the section which cannot be heard clearly.**

R: Sometimes audio can be heard reasonably clearly, but we may not be 100% sure of what has been said, this can usually be the case for unfamiliar names, places or terms and so we use a 'sounds like' policy including the tag [s.l Helsingborg + time code].

I: Nonverbal communication, if relevant to you, such as [laughter], [chuckles], [raised voice], [whisper], et cetera, would be included in square brackets.

R: Out of text use of square brackets includes things such as a change in audio file, long pauses lasting 10 seconds or more, or any interruptions from third parties that are asked to be omitted from the transcripts, for example:

[Long pause 0:05:09 – 0:05:19]

1 ***Formatting:***

2 **I:** **In order to make the transcript easier to read, if a speaker talks for more than**
3 **15 lines a new paragraph will be started, but a new identifier will not be used,**
4 **as such**
5 **We will also try to keep a sentence no longer than three lines. As**
6 **speakers do not always provide us with natural stopping points, if necessary,**
7 **connectives such as, 'and, but, also', will be used as a new starting point of a**
8 **sentence. Once again, this is just for the purpose of making the transcript**
9 **easier and clearer to read.**

10 R: Numbers from one to ten are written, all numbers above will be written numerically 12
11 or 1,200, et cetera. Percentages will always be written numerically, as such 20%.
12 Time will be written as it is spoken within the audio, unless asked otherwise, so
13 o'clock, am or pm. Currency will only be indicated before an amount if spoken, so
14 'one hundred pounds' would become £100.

15 **I:** **If someone is cut off whilst they are speaking a dash – will be used to indicate**
16 **this. If the speech naturally drifts off or changes direction an ellipsis…will be**
17 **used to indicate this.**

18 R: If requested we are also happy to include line numbers, as you can see in the
19 formatting section.

I: **We can also include, if requested, timecodes at different intervals which will be placed in the centre of the transcript as such –**

[0:10:00]

R: Of course, if there is anything that you would like to change or include in the transcription regarding the guidelines and formatting, please let us know and we shall do our best to implement these for you.

[End of Recording]