***If you use this document in your own work please cite the Inventing Adulthoods study (http://www.lsbu.ac.uk/inventingadulthoods)***

**Anonymisation Guidelines**

**The 10 steps**

1. After saving a enhanced version of the transcript save another version for anonymisation
2. Listen to / read all interviews and ensure that you are familiar with the whole story before beginning
3. Use 'Find' option to get to obvious names etc. identified by the transcriber. Real names should be (but are not always) identified by transcriber by prefixing @ in front of it.
4. However, do not rely on this, read through each transcript
5. Keep a record of the substitute terms used for each of the categories below. Use tracking table to record changes made in anonymised version and record interview number and page number of change. Also flag up possible future changes with *
6. Prefix all changes made in anonymised document with the & symbol
7. If the same name or place is changed more than once in the document, record the change once for every page it appears on (regardless of how many times it appears on a page.
8. Add definitions for local slang, colloquialisms to the tracking table
9. Leave in reference to exams, GCSEs, NVQs etc as they are – no explanation necessary
10. When anonymised save in another 'Anonymised' folder as eg: 407003ff1 int2 anon

**What to anonymise**

***Names of people***: describe according to significance to the young person: 'female / male friend', 'mother', 'father', 'teacher' etc. When many different friends are mentioned it is best to assign each person mentioned a pseudonym as they can then be followed throughout the series of interviews.

***Names of towns/cities/villages***: describe according to the significance of the place to the yp's life: 'city she grew up in', 'town he moved to', 'small neighbouring village'. In some circumstances, real names could remain (e.g. when they are thinking of going to university there? Have a day out?) Places or streets to be changed according to their relevance in the text. For example in the Northern Irish site the name of a housing estate may in some cases be changed to 'local housing estate' but in another instance the same place may require a change which indicates its political or community significance – eg 'local loyalist housing estate.'

***Name of country***: describe according to part of world or perhaps 'country regularly visited by backpackers', if relevant.

***Name of school/college***: 'high school she attended' etc or if it is one of the 8 schools in the original study then use the pseudonyms.

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***Name of workplace***: describe more generally e.g. 'fast food restaurant', 'pub', 'shop', 'factory' etc. When it comes to descriptions of departments in companies or particular sections of a workplace, use 'department' or 'section'.

***Nationalities***: in close knit communities, talk of a different and specific nationality may easily disclose identity e.g. 'the Americans who took over the pub'. Suggest these are changed to 'people'?

***School subjects*** – to be changed at discretion of anonymiser and possibly in consultation with young person.

| Original | Example of Possible Change |
|---|---|
| Street names and names of local areas, places visited | Either changed to a fictional name or described as 'local area' or 'city centre street' housing estate housing development |
| School names | Changed to 'local secondary school' or changed to pseudonym |
| Parent's occupation | Possibly changed to something similar |
| Specific businesses, places of work eg Macdonalds | Changed to fast food outlet/restaurant |
| Starbucks | Coffee chain |
| Places travelled to/ visited/ worked in | e.g. Italy change to Southern European country |
| Names of family and friends | Either changed to a pseudonym or referred to as 'younger brother' 'female friend' |
| Names of night clubs | Either changed to a pseudonym or referred to as 'local night club' |
| Names of football clubs | May be changed e.g. to 'English football club' or local football club |
| Name of youth club etc | May be changed to pseudonym or referred to as local youth club/centre |
| Models of cars driven | May be changed to different model of car |