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Transcription Guidelines

Title each transcript with the interviewee's number, phase of project (ff1, ff2 or ff3) date and interviewer's initials. All this info will be on tape cover.

Use no codes (i.e. no bold, italics, or underline). Save document as word document

Each new piece of speech by speaker (identified by their number) prefixed by an asterisk

*100200: Talk talk talk
*INT: Question?
*100200: Answer

Use left brackets [to indicate the point at which a current speaker's talk is overlapped by another's talk e.g.

*100200: says something [while
*INT: [INT says something else

Dots in parentheses (...) To indicate elapsed time. One dot (.) for short pause Two dots (..) for longer and (...) longer again.

CAPS for emphasis - change in pitch and /or amplitude

Empty parentheses ( ) to indicate transcribers inability to hear what was said. Please do not labour on inaudible speech - it may be that interviewer will be able to fill in gaps.

Parenthesised (words) possible hearings

Group dynamics [LAUGHS]

At end add TAPE ENDS.

Enhancing guidelines

The 12 steps

1. Work on transcript in electronic form (Word)
2. Save according to page set up guidelines below
3. Listen to digital copy of transcript while reading through the text and filling in gaps
4. Keep a enhanced and un-anonymised version of each transcript, as well as the enhanced and anonymised version
5. Insert @ sign to indicate proper name where transcriber has overlooked
6. Indicate pauses in speech with (...) if not already done so by transcriber
7. Add in notes such as [LAUGHS], [YAWNS], [UPSET], EMOTIONAL etc if not already done so by transcriber
8. If used, anonymise real name of interviewee
9. Indicate indecipherable speech with ( )
10. As well as empty brackets for indecipherable speech, brackets enclosing speech we're not sure about but have had a guess at (sounds like this)
11. Indicate overlapping speech or interruption with [eg

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712298: Then she said I should go [straight there

INT: [Where were you going?

12. When enhanced save in a separate 'Enhanced' folder as eg: 407003ff1 int2 enhanced

Layout

In Page Set-Up: margins, top-72, bottom-72, left-90, right-90, gutter-0 (measurements given in points not cms, to change setting, use Tools, then Options, then General, then Measurements). Orientation: Portrait.

Paper A4.

Font, Times New Roman

Size, 12 point

Style, no bold, italics or underline, colours or highlights (as will be lost when transformed into other format)

In Paragraph, align left, single spacing

- Number pages excluding first front page, numbers to be centred
- Front page with header and space left for anything that may need to added, not numbered
- Same header as on front page to appear on all pages. Header information to include: ID number/pseudonym/sex/age at interview/interview round (Respect=Interview 1 , ff1=Interview 2, ff2=Interview 3 etc)/date of interview/initials of interviewer/location of interview (School 7, home, coffee bar etc)/ Enhanced or Enhanced and Anonymised (whichever applies)/initials of enhancer/anonymiser/date done.

Example of header

710060 / Sam / Male / 16yrs / Interview 2 / 30.07.99 / SFS / School 7 / Enhanced and Anonymised / June 06 / DMH