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

**Cross checking notes**

1. Check that interviewee's real name has been changed to pseudonym and prefixed with '&' in the ENHANCED version check that header info in ENHANCED version is correct
2. Check that the page set up guidelines are correct
3. Some enahnced versions will have @ before names and place names and others won't as some transcribers used system and others didn't. We agreed to leave as is so ignore difference.

In Enhanced AND Anonymised Version

4. Insert 'notes' on front page (see below) and any other relevant note (eg focus group number they took part in – if known and if they took part)
5. Check that header information is correct and all data is included in it
6. Check that the page set up guidelines are correct (see below)
7. Check that all obvious names and place names are anonymised in enhanced and anonymised version
8. Check that interviewees real name does not appear anywhere
9. Add any changes made in transcript to the Tracking table
10. Make sure that changes made are prefixed with the '&'
11. With benefit of another eye (interviewer's eye) some further anonymisation changes may be deemed necessary
12. Interviewers may also identify changes that do not work
13. Make note of any outstanding queries for team decision
14. Check page numbers on tracking table to make sure they correspond with the transcript
15. Check that notes in transcript follow the notes on front page, eg [LAUGHS] (I can check this at standarising stage also but might be quick to do as we go along?)