Interview Title

Interviewer

Date of Interview

Duration of Interview

START  
00:00:00.000

RK: After you put the starting time (usually this is 00:00:00.000), you will want to type START. Then you can begin the transcription.

HJS: Use the initials of the person speaking and a colon each time there is a new speaker. Use Times New Roman font at 12 pt. size for the transcript document.

RK: For any nonverbal sounds or actions, indicate that with brackets. For example: [laughter], [chuckles], [nods], [long pause], or others. You can also use brackets to give more clarity on slang or abbreviations that the speaker uses. For example: “I worked at the MSC [Memorial Student Union] during the fall semester.”

HJS: Please also review the guidelines on Speech Patterns and Language on the next page.

00:00:15.200

RK: Enter a new time at each separate question or at the start of a new topic.

HJS: You do not need a time for every time someone new speaks. The times are meant to be guides to different sections and questions of the interview.

00:09:16.400

RK: At the end of the interview, put the ending time, and END.

HJS: Once the interview transcript is complete, save it as a PDF and upload it to its correct location.

00:16:56.380  
END

Speech Patterns and Language  
*Information and guidelines from Guilford College’s* [*Oral History: Best Practices and Procedures*](https://library.guilford.edu/c.php?g=111767&p=722621)

* Use the initials of the person speaking and a colon each time there is a new speaker.
* For any nonverbal sounds or actions, indicate that with brackets. For example: [laughter], [chuckles], [nods], [long pause], or others. You can also use brackets to give more clarity on slang or abbreviations that the speaker uses. For example: “I worked at the MSC [Memorial Student Union] during the fall semester.”
* Fillers - Leave out fillers such as “ah” and “um” since they do not really reflect a speech pattern.
* Most people are unaware that they use words such as “and,” “but,” and “so” to connect their sentences. They should be left in unless they become overwhelming.
* Contractions and Dialects - Do not try to reproduce accents or dialects. Use contractions only if they are used by the speaker.
* Words such as “you know,” “you see,” or “like" should be left in unless they become overwhelming
* False Starts – Include false starts because they are often indicative of thought and speech patterns. They may be deleted, however, if the false start is a repetition or a stumble, or if the speaker has a speech impediment. Example: “Well I−We didn’t hear anything about that.”
* Indecipherable words – Use a question mark to express uncertainty in the test. When you are unsure of a word or phrase use [?] after what you think they said. If you cannot venture a guess, use [unclear].