Transcription Guidelines

A word-processing package compatible with MS Word will be used at all times. Unless the client provides us with templates for the transcription, the format of text will be Arial 12 pt. The page margins will be 2 cm both left-right and top-bottom and the line spacing will be 1 cm unless specified otherwise.

To signify a pause in speech we use: '…'.

To signify a passage which we have been unable to decipher due to poor quality of recording, we use: '[…]'. We will also include a counter number to enable the client to review the recording and clarify the contents.

If we are unsure of a passage, but have *some* idea of what a speaker has said, we place our interpretation in brackets: [ ].

Where there are multiple speakers in the recording, initials will be used alongside the text to identify each new speaker.

A key to abbreviations used will be supplied with all transcriptions.

With more complicated transcription, individual guidelines will be supplied to the client with the completed work.