

P.A.R.T. Transcription Session

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Transcription Rules

Heading:

In the top left hand corner:

-Write: Interview250

-Write your name on the first line: last name, first (i.e. Conway, Tenley).

-Write the date on the second line: year-month-day (i.e. 2016-01-25).

Transcribing:

1. Try to capture all words; do not worry about accents or pronunciations
2. Start a new line when someone new starts talking. Begin with code IDing speaker and colon. Use I for the interviewer, R1 for the first respondent, R2 for the second respondent. (i.e. I: My first question is....)
3. For pauses:
 - less than 4 seconds write: ...
 - more than 4 second write: (pause)
3. For laughing, coughing, etc., w write in parentheses (i.e. laughing)
4. When someone is interrupted, note with a dash (i.e. -)
5. Ignore background noises in transcript
6. If you cannot understand words note with: [Unclear]
7. End the transcript with END OF TRANSCRIPT written on last line