

## Simplified Transcription System Dresing&Pehl Client information

1. Transcription is word by word, not phonetically. Dialect words are to be transcribed as heard, if necessary marked as doubtful by putting it in brackets with a questionmark - ? at the end: (exampledialectword?)
2. Non fluent speech is to be shortened to form coherent sentences. If only a verb is missing use forward slash to indicate new start  
F: I've been/ What I mean to say is, that not most but all people drink water.
3. Widely accepted contractions of colloquial English are to be used: can't, won't, I'd etc. Grammar and Syntax as used by the speakers are to be left unchanged, no corrections are to be made.
4. Punctuation follows orthographical rules.
5. Pauses of three seconds or longer while speaking as well as between utterances are to be transcribed as (...)
6. ALL utterances of the interviewee are to be transcribed, omitting "filled pauses" (uh, uhm, mhm, well,...) Backchanneling of the interviewer is to be ignored (uhu, mhm, etc.).
7. If an answer consists only of mhm, uhu or similar utterances, they are to be transcribed along with the assumed meaning. e.g.:  
I: Are you sure about this? #00:12:24-6#  
M: Uhu (affirmative) #00:12:26-2#  
I: Okay, then let's continue...
8. Notably stressed words are to be written in ALL CAPS
9. Each speaker is transcribed in a separate paragraph with a blank line to separate paragraphs. Even short interjections merit a separate paragraph! Each paragraph has a time stamp at the end in f4-format: #hh:mm:ss-s# e.g. #00:23:14-5#

10. Emotions and non-verbal utterances are to be transcribed in brackets at the start of the phenomenon, e.g.:  
F: We went there, (laughs) to find the others, (sighs) and it was no use.
11. Unclear words or passages are marked as (unclear), if necessary with a reason for that: (unclear, too quiet) or (unclear, background noise). Please mark all unclear passages with a time-stamp when there is no other time stamp in the vicinity. Allow up to 30 seconds!
12. The Interviewer is marked with a capital i – I, the interviewee as capital F if female or M if male. If there are more than two persons present please distinguish according to function: I1, I2 or F1, F2 etc.
13. Actions taking place while speaking and influencing the statements (e.g. typing at the computer, drawing on a paper, fetching things) should be included in the transcript in brackets at the onset. E.g.:  
I: Could you show that to me? #00:45:23-9#  
M: Of course. (gets book) Here, have a look. #00:45:59-0#
14. The transcript name is identical with the name of the audio-file excepting the audio-format, please do NOT add any “transcript” or “final” segments to the transcript name.
15. De-personalisation / Anonymisation is to be conducted by the customer, not the transcriber.