

## EXAMPLE OF A TRANSCRIPT

**This is the one on one interview template. If you require exact verbatim, please advise Type Transcripts at the commencement of the project. The interviewer is in bold font.**

Light editing will be conducted to remove any unnecessary 'okay' and 'yeah' that appear as interjections or are just not necessary to the integrity of the transcript.

**False starts will also be cleaned up. This is called "light editing". If there is an interruption, the question/answer will finish before typing the interruption. If the interruption is necessary, for example the sentence just remains unfinished; five dashes will be used to signify that interruption. For sentence redirection a single dash will be used.**

The interviewee is not bolded. Indistinct words will be indicated with a timestamp (00:00) so you can refer to the recording if required. Unclear words will be [square bracketed].

**Return to bolding for interviewer. Interjections from the interviewer such as yes, okay, mmm, will be removed unless they affect the integrity of the transcript.**

The entire document is 1.15 line spacing and Arial 12 with one paragraph return between each speaker. The dictionary will be set to English Australia.

**The end of the recording is shown with a margin designation and the end recording time.**

Time stamping is offered at the start of every question and answer; however this will incur an additional charge for this service.

**Completed transcripts are uploaded to Sharefile and you will receive a link to download and save your transcript. All documents are destroyed within 28 days for confidentiality purposes, so please ensure you SAVE your documents.**

END OF RECORDING (1:00:20)