

EXAMPLE OF A TRANSCRIPT

(00:00) The group facilitator is bolded. Light editing is done to remove false starts, excessive use of sentence fillers that are not relied on for the integrity of the transcript. Time stamps can be added at the start of each speaker if requested for an additional charge.

The participant is typed in normal font Arial 12 point. Indistinct words are marked with a (02:30) time stamp it in this format so the client can refer to that part of the recording if necessary. Unclear words or words the transcriptionist is not sure of is placed in [square brackets] like this.

Single line space down for the next participant/speaker.

[GENERAL AGREEMENT]

[SPEAKING OVER EACH OTHER]

If participants speak over one another and the content is not audible to provide accurate text, then a margin designation is shown for speaking over each other.

Return to bolding for the group facilitator questions.

The entire document is 1.15 line spacing and Arial 12. There is one paragraph return between each speaker. Dictionary is set to English Australia.

[EXERCISE]

Margin designations are given to explain what may be occurring in a group discussion that cannot be transcribed.

Your transcripts are uploaded to Sharefile and you will be sent an email link to download and save your documents.

The end of the recording is shown with a timestamp.

END OF RECORDING (1:00:20)