

EXAMPLE OF A TRANSCRIPT

Interviewer: This is a template for an interview where speakers can either be identified by name or title. Names are placed at the margin for each speaker identified. The whole document is 1.15 line spacing and Arial point 12 font.

Participant: One paragraph return for the next speaker.

Interviewer: Any indistinct words are shown with a timestamp in this format (03:42). Words which are unclear or transcriptionist is unsure about is placed in [square brackets].

Participant: All documents are proof read.

Interviewer: Unless exact verbatim is requested, light editing will be conducted to remove false starts, repeated words or sentence fillers which do not affect the integrity of the transcript. If you do not want your transcript to receive light editing, please advise us prior to commencement of the work.

Participant: At the end of the recording there will be a margin designation detailing the end of the recording and a time stamp.

Interviewer: (00:00) There is the ability to add a time stamp at the start of every speaker however there is an additional charge for this service.

Participant: Your completed transcript is uploaded to Sharefile and you will receive a notification to download and save your transcript when it is completed. All documents are destroyed after 28 days for confidentiality purposes so please ensure you save your document.

END OF RECORDING (TIMESTAMP)