RICHES Audio Transcription Guide
Version 1.2

Regional Initiative for Collecting the History, Experiences, and Stories of Central Florida

RICHES Students, Volunteers, and Partner Organization Members
Spring 2015

This is the Spring 2015 RICHES Audio Transcription Guide Version 1.2 for RICHES students, volunteers, and partner organization members. Content may be added, deleted, or revised as needed.

RICHES Audio Transcription Guide

Transcript

Transcriptions should be an accurate representation of the oral history. It is not the responsibility of the transcriber to correct grammatical errors or to edit out pauses, repeated words, etc. Transcriptions should include every word spoken (including intermittent phrases, such as "you know" and "right?"), as well as non-verbal syllables (such as "um" and "uh").

Format

All transcriptions should reflect the following format guidelines:

- Text:
    - Book Antiqua, 11 pt. font.
    - Left alignment, 2" margin. Do not used justified alignment.
    - Single spacing, 0 pt. before, 12 pt. after.
- Speakers names:
    - Speakers' last names should appear in bold.
    - Left alignment, 1" margin.
    - If two speakers have the same last name, their first names may be used instead.
- Time Stamp/Audio-Video Log and Topic Description
    - Time Stamp and Topic Description appears whenever the topic being discussed changes.
    - Time Stamp: left alignment, 0.5" margin, bold.
    - h:mm:ss format.
    - Topic Description: left alignment, 2" margin, bold
- Example:

0:00:00   **How Smith and Jones met**

Doe   How did you two meet?

Smith   Well, um, we both lived on Tenth Street and our houses were next to each other.

Jones   We also went to all the same, uh, schools.

Smith   Yes. We almost always had the same teachers and always sat next to each other in class.

Templates

RICHES Transcription Template
Community Veterans History Project Template

Abstract
Abstracts should adhere to the following guidelines:
- 150-200 words.
- Use interviewee's full name in the first sentence and then last name in any following sentences.
- Write in the present tense when referring to the content of the interview.
    - For example: "In this oral history, Smith discusses" instead of "In this oral history, Smith discussed").
- The first sentence should introduce the interviewee and provide his/her birth date and year (if known), and any titles, occupations, or other descriptions that are connected to the historical significance of the oral history.
- The bulk of the abstract should address the content and general themes of the oral history.

Tags
Tags are used in situations in which the audio record is unclear.
Indecipherable Words
If the transcriber is completely unable to decipher a word, the location of that word should be marked with [inaudible].
- For example: She went to the [inaudible].

If the transcriber is unable to decipher a word but can make an estimation, that word should be followed by [?].
- For example: She went to the house[?].

If the transcriber can decipher a word of ambiguous spelling, that word should be followed by [sp].
- For example: He lived next to Mr. Welch[sp].

Nonverbal Sounds
Nonverbal noises and sounds should be included with a brief description in italics within in brackets.
- For example: I had my son when I was 19. [*coughs*] I named him after his grandfather.

Punctuation
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Determine punctuation needs, such as commas, ellipses, etc. based on the tone, speed of speech, pauses, etc.
- Ellipses (…) are used to indicate incomplete sentences.
    - For example: Then we left each other. . .
- Em-dashes (—) are used to indicate changes in thought or interruptions that occur mid-sentence.
    - For example: Then we left each other—she left me—and I never saw her again.

Quotations and Thoughts
- Enclose all spoken quotes with quotation marks (" ").
    - For example: And then he said, "I'm going to join the Navy."
- Internal thoughts should be in italics, with no quotations marks.

- For example: I thought to myself, *Well, what am I going to do now?*

Abbreviations
- Abbreviations should only be used for common abbreviations (Mr., D.C., P.M., etc.). All abbreviations should use periods to separate letters.
- When the speaker uses an abbreviation or acronym, insert the full name or title in brackets the first time the abbreviation or acronym is used. Acronyms do NOT use periods to separate letters.
  - For example: I worked for USPS [United States Postal Service] for 37 years. I loved working for USPS.
- Do NOT use ampersands (&).
- Numbers 1-9 should be spelled out. Numbers higher than 9 should be in numerical form.

Grammar

Grammatical Errors
Do NOT correct grammatical errors. Insert [sic] to indicate that a grammatical error was stated by the speaker and not an error on the part of the transcriber.
- For example: She do[sic] it that way every time.

Other Formatting Rules

Names of People
If the speaker only mentions a first or last name, the missing name (if known) should be included in brackets.
- For example: It happened sometime during [Ronald] Reagan's presidency.

Names of Places
When a town or city outside of Florida is mentioned, the state (if known) should be included in brackets the first time that it is mentioned.
- For example: I was born and raised in Richmond[, Virginia].

Names of Publications and Media
- Italicize the titles of books, newspapers, magazines, movies, and television programs. Do NOT underline.
  - For example: *The Sanford Herald*.

Dates
Do NOT use apostrophes (') to indicate decades.
- For example: He worked there in the 1980s.

Currency
For specific/exact amounts, use the dollar sign.
- For example: We each earned $5 a day working for him.

For estimations or rounded numbers, spell out the word "dollars."
- For example: I had about two or three dollars left in the bank.