



**RICHERS**  
CENTRAL FLORIDA

# **RICHERS Text Transcription Guide**

## **Version 1.1**

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

RICHERS Students, Volunteers, and Partner Organization Members  
Fall 2014

This is the Fall 2014 RICHERS Text Transcription Guide Version 1.1 for RICHERS students, volunteers, and partner organization members. Content may be added, deleted, or revised as needed.

# RICHS Text Transcription Guide

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## Transcript

Transcriptions should be an accurate representation of the document being transcribed. It is not the responsibility of the transcriber to correct spelling errors, grammatical errors, etc. Transcriptions should include words exactly as they are written or typed.

## Tags

Tags are used in situations in which the text is unclear.

### *Illegible Words*

If the transcriber is completely unable to decipher a word, the location of that word should be marked with [illegible].

- For example: She went to the [illegible].

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[?].

## Grammar

### *Grammatical and Spelling 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.