

Working with Your Transcript(s)

Academic Consulting endeavours to deliver the highest quality transcripts possible. Factors such as the standard of the recordings provided, strong accents, technical language and overlapping speech however, can obviously effect our accuracy levels. We always recommend that you read over your transcripts with the original recording to ensure that maximum accuracy is achieved. As your research area is one that is familiar to you, and because you were likely present at the time of recording, you may well be able to make out words that our transcribers have missed.

If time is limited and you are unable to listen to the entire recording(s), we have used a number of conventions that may enable you to improve accuracy without listening to the recordings, or at least only listen to parts of it. Our intention is that by providing the time the word(s) occur at you will be able to skip to this section of the recording. In the case of names, locations, terminology or phonetically spelt words however, we find that clients can often “fill in the blanks” without having to listen to the recording. Our conventions are listed below:

(unintelligible, time)	Words that cannot be heard or understood
(unknown name, time)	Names of people, schools, businesses, or organisations, that we can hear but do not know how to spell
(unknown location, time)	Names of cities, suburbs, streets, regions, states, landmarks, or countries that we can hear but do not know how to spell
(unknown terminology, time)	Names of drugs, medical conditions, business systems, educational techniques etc. that we can hear but do not know how to spell
(non English term, time)	Words spoken in a language other than English
<i>unsure word (time)</i>	If we are unsure of the spelling of a word e.g. have spelt phonetically then the word will appear in italics followed by the time

We aim to spell words, names, terms etc. consistently so that if we have mis-spelt something you will be able to use the “Find and Replace” feature in MS Word to change all instances of it.

Other Conventions Used

Below is a summary of other, more general, conventions used within transcripts completed by Academic Consulting. If you have any questions about these, please don't hesitate to contact us.

(pause)	Long pauses only, short pauses are indicated with a comma
(laughter)	Laughter
(recording change)	Change of recording within a single interview
(interruption, description, time)	For actual interruptions such as someone entering the room or an unrelated telephone conversation
(interview ends, time)	Only used when an interview is clearly finished but the recording continues
(noise made)	Where a "strange" noises are made e.g. raspberries, whooping noises, banging fist on table
...	To indicate the trailing off and/or "picking back up" of a sentence
(name deleted)	Deleted name (client request only)
"-" e.g. inter-	Indicates a word has been cut-off mid-way through speech (complete verbatim transcripts only)

A Note About Paragraphs

By default we treat each person's individual response as a paragraph. This is because it is often difficult to tell where a paragraph occurs within spoken text, and paragraphs in transcripts are therefore largely determined by personal preference. If you are using QSR NVivo, you may wish to go through your transcript and insert additional line breaks. This can be very useful when retrieving coding context, as QSR NVivo enables you to "spread" coding to the surrounding paragraph. As a paragraph in spoken text can be several pages long this can undermine the effectiveness of such a feature, and it's thus often worth the time spent to insert extra line breaks.