

Transcription protocol: Qualitative Researcher Journeys

Transcription issue	Explanation	Format
Time	In minutes and seconds, indicated at naturally occurring point of conversation at no more than 2-minute intervals, or as per automated time stamp. In brackets if mid-sentence.	02:36 [02:54]
Person speaking	Person speaking is indicated by their initials at the start of the sentence. In capitals and bold font, followed by a full stop and an indent.	C.
Overlapping speech	Both parts of speech will be indicated by square brackets at the point of overlap.	[overlapping speech]
Emphases	Italicised. Parts of words as well as whole words. Used to indicate where a word has been stressed. Capitalised where greater volume is used.	<i>Italics</i> CAPITALS
Dubious transcription	Used where the transcriber cannot hear or is unsure of recording. Words that are interpreted and underlined.	<u>Dubious transcription</u>
Trailing speech and pauses	Well, you know what it's like, I just er.....
Verbal fillers	In order to preserve the readability of the narrative they will not normally be transcribed. As the interviewer will be the transcriber, their discretion in noting relevant fillers will be relied upon.	Y'know, kind of, sure, so.
Extraneous noise of relevance	Noise named and placed in square brackets.	[phone rings]
Asides in normal speech	Curved brackets are to be reserved for parts of the participants speech that require them, such as an aside, although they are to be avoided.	Rich, (that's my eldest) thinks I don't actually do research
Gaps in recording	Used where material has not been taped/Not Recorded {Indicative timings NR} or transcription not made {NT}. Parenthesis with approx. length of time and reason.	{32:00 NR} Post interview chat. Recording recommenced. {10:42 NT} Notes only. At interviewees request

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