

Women's Voices of Military City Oral History Transcription Project
<https://womensvoicesofmilitarycity.omeka.net>

Transcription Tips and Guidelines for the Women's Voices of Military City Oral History Transcription Project:

Thank you for participating in our Women's Voices of Military City Oral History Transcription Project. Please review these tips and guidelines for transcribing the interviews and formatting the transcripts. You can also view our **Sample Transcript** for an example, but please review these detailed guidelines and tips.

TIPS:

- Use headphones or earbuds to listen to the recordings. Even cheap earbuds included with your phone or distributed by airlines on airplanes work well.
- If you have trouble clearly hearing one voice or another, switch your earbuds from one ear to the other. Sometimes one voice is recorded on one track and the other voice on a second track, and your hearing may be better in one ear or the other.
- Download a free spell-checker such as Grammarly to check spelling.
- Don't hesitate to do internet research to find spellings of the names of places, military bases, and people mentioned in the interview.
- Try to be consistent in your use of the guidelines, but most importantly, do your best to accurately transcribe what you hear. Style issues can be fixed later by our editors. Examples of the guidelines below are shown on the **Sample Transcript**.
- Note the timestamp on your transcript each time the speaker changes. Although this is not required, it will be helpful to you if you have to rewind or accidentally lose your place in the recording; the timestamp will save time finding your place.
- When you stop transcribing at any point during the interview, whether for an hour or for the day, note the time stamp on the slider bar and type it underneath the last sentence you transcribe, so that you or another transcriptionist can easily find the place to take up again when transcribing resumes.
- **SAVE YOUR WORK** frequently!

GUIDELINES:

- At the top of the transcript, type the following:
 - Name of the narrator (veteran interviewee)
 - Name of the interviewer
 - Date of the interview, if given
 - Interview location, if given
 - Transcriber's name and transcription date

- As multiple transcribers may assist in transcribing the interview, please put your name after the last transcriber's name.
- Identify speakers by their initials, followed by a colon and a single space, then the transcription of their speech.
- Each time the speaker changes between the narrator and interviewer, note this in the transcript by identifying the new speaker by their initials. Single-space the paragraphs for each speaker, with double space between paragraphs and between speakers.
- Indicate nonverbal sounds, such as laughter, coughing, or sounds other than talking, in parentheses, such as: (laughs), (coughs), (knock at door), (speaking at same time). Do not editorialize or attempt to interpret nonverbal communication with words/phrases such as (chuckles), (snickers), (laughs nervously), (interrupts), or (talking over each other).
- Indicate pauses or breaks in recordings, interruptions by third parties, and the end of the interview in italics.
- Include filler words and phrases such as *well*, *now*, *so*, and the like. But omit crutch words such as *uh*, except when the word is used before a pause, for instance, to stall or buy time. In cases where people add *uh* to the ends of words, such as *and-uh*, *did-uh*, *that-uh*, omit the *uh*.
- Use dashes or a long hyphen to indicate false starts, long pauses, parenthetical statements, and incomplete sentences or interruptions. Do not use the ellipsis, which indicates words were omitted from the transcript.
- If a speaker repeats words, leave them in. However, if the repetition is due to a stutter, do not attempt to imitate the stutter.
- If the interviewer gives feedback sounds, include them only if they substantively interrupt the narrator's speech. If the interviewer is merely providing feedback such as *um-hm* to encourage the narrator, without any substantive interruption or any additional words, omit the feedback. Agreement is spelled *um-hm* or *uh-huh*; disagreement is spelled *uhh-uh*. If in doubt or if you think the feedback is significant, include the feedback.
- If profanity is included, type it as it is said, without abbreviation or alteration.
- If you cannot clearly understand a portion of the recording but you think you can make an educated guess, type what you think you hear, followed by two question marks in parentheses, and underline the questionable portion and question marks. Completely unintelligible portions of the transcript should be indicated as such in parentheses: (unintelligible).
- If in doubt about whether to include or exclude anything in the transcript, leave it in.