Appendix D: Transcription Template

Transcription Key

I	Interviewer
P	Participant
…	Ellipses indicate pause/silence
-	Dash = unfinished word
Italics	Emphasis on a word
((*sound*))	Indicates sound, like laughter, cough, sigh, inhale. This may include outside sounds that are heard over the recording (i.e. car horn, etc.)
(/*comment*/)	Used to provide intended meaning of word or phrase or include time stamp of inaudible response
?(*text*)?	Shows uncertainty by the transcriber
[INAUD]	Inaudible/Unclear speak *(include timestamp where inaudible)*
{{*text*}}	Interjections by the interviewer during the participant's speech: {{Int; Oh}}
[ ]	Square brackets = beginning ([) and ending (]) of overlapping talk*

*Example: Overlapping Talk
I: Whether it is right or wrong, but you are the one, who know as a resident of this community.
P: Yes, yes.
I: So if there are questions, which you feel that you are not comfortable to answer, [feel free…
P: Okay]

Recording #:

Folder:

Length of Recording:

Date Transcribed:

Transcribed by:

I:

P:

I:

P:

P: