

Oral History Interview Transcript Style Sheet

Transcribers have the responsibility to reproduce as closely as possible the recorded voice in writing.

Hence they should not delete, rearrange words and phrases (or blot out anything from the original recording). The informer's 'state of mind' and other mental processes can be observed through the ways he/she expresses him/herself. In this sense, the use of dialect or slang should be noted and transcribed as closely as possible.

In this sense, the use of dialect, slang or accents should also be annotated. A short glossary – compiled with the help of the speaker – could be very helpful. This should be put at the end of the transcript.

The use of punctuation in transcribing.

Having interviewed the person him/herself the transcriber becomes familiar with the interviewee's verbal punctuation. This serves for the use of a correct (or let's say: 'closer to the speaker's) punctuation.

Additional sounds, utterings or gestures [descriptive].

These are to be indicated in square brackets in running text. For example when interviewee laughs: [laughter]. Other examples: [indicates length with hands]; [whisperings]; [raising eyebrows] in text. In this way, the transcript will provide the reader with those body expressions which accompanied words.

Humour, sarcasm or shifts in voice pitch are also to be indicated in squared brackets.

When the speaker pauses or remains in suspense, this should be indicated by [...].

If the pause is prolonged and/or supplemented with gestures etc. this should be described within the same brackets [...a one minute pause with a thoughtful pause].

Any stops or breaks made in the recorded interview - on the informer's wishes - should also be indicated as [STOP TAPE] and if need be followed by an explanatory note.

One can use **Q:** and **A:** (in bold character) to indicate questions and answers.

One can also insert the last name of the interviewee:

BORG:

Today, word processors facilitate continuous use of this style.

Use continuous pagination throughout the text.

Make sure that the index number appears on the transcript and on all other ancillary material. This should also correspond with the deposit number and the video/audio cassette.

Any material, artefacts, photographs or personal documents are to be listed and indicated on a separate sheet attached to the transcript.