Basic Transcription Conventions — Kindt

These conventions are based on the transcription system developed by Gail Jefferson (2004)[1] for a type of interactional linguistics called Conversation Analysis (CA). When doing a CA-style transcript, we try to indicate every sound, intonation, and pauses, too. **Note there is an example on the back of this paper.**

For InqScribe software & general conventions

1. When **transcribing** in InqScribe, set the Transcript Settings to **Courier 18 font.**

2. When **printing,** change the Transcript Settings to **Courier 10 font.**

3. Add a **time stamp** (key command ⌘;) at the start of your excerpt and at the end of each line, linking that time in your video to that point in the transcript.

4. Put **2 spaces** between numbers, names, and the beginning of speech.

5. Indicate speakers' **names in full** at the beginning of each line. (Use copy-paste)

6. **Capitals** are not necessary, except "I," names, places, etc.

7. **Periods** (.) at the ends of lines are not necessary; it means falling intonation.

8. Write **Japanese** as usual followed by **curly parentheses** with a Romanization, then a comma and a space, and a translation, for example: 幸せ {shiawase, happiness}.

9. [[   ]] **Double square brackets** indicate **transcriber comments.**

10. **Number lines** 01, 02, 03 through 09, then 10, 11, 12, and so on. It may be easier to do this last, or use automatic numbering in MS Word, then copy and paste to InqScribe.

11. Consider doing a **basic transcription** in MS Word first, since you probably do not have InqScribe software. You can copy from MS Word and paste to InqScribe later.

Vocal aspect

1. ? . ,   A question mark shows rising intonation, a period shows falling intonation, and a comma shows flat intonation (when unusually flat).

2. ...   An ellipsis, three dots, indicates a time gap (pause); you can give more detail by using (.), (..), (...), or show tenths of seconds (0.8); (.) is a micropause, about 0.1 second.

3. [Square brackets over 2 lines show the beginning of overlapping talk.
   [

4. –   A hyphen shows a sharp cut-off (e.g., interruption) of the prior sound or word.

5. =   An equals sign indicates latching, two items together with no break, even different speakers, with no overlap.

6. :   A colon indicates that the speaker has stretched the preceding sound, multiple colons indicate length of stretch (e.g., oh:::).

7.   hh   The letter "h" or a series of them indicates audible outbreath, the number of them corresponding to the length of outbreath (e.g., hhhhh).

8.   .hh   A period before the an "h" or a series of them indicates an inbreath, the number of them corresponding to the length of inbreath (.hhhhh).

9.   (apple)   Indicates speech that you are not sure of, but a good guess.

10. (   )   Indicates speech that is impossible to hear; the space shows the approximate length.

11. ha ha   Laughter, each "ha" indicating a laughter burst

12. TODAY   Words in capitals mark a section of speech noticeably louder than that surrounding it.

13. we °broke up°   Degree symbols around words mark speech noticeably quieter

14. <I said I can't> Shows speaking speed has slowed compared with surrounding talk

15. >once more okay< Shows speaking speed has quickened compared with surrounding talk

[1] Jefferson, G. (2004). Glossary of transcript symbols with an introduction. In G. H. Lerner (Ed.), *Conversation analysis: Studies from the first generation* (pp. 13-31). John Benjamins.

Example (vocal only)
[00:00:00.00]
01 Ayako >how bout you< [00:00:00.19]
02 Hiroaki a[h::
03 Ayako   [what's your style [00:00:01.20]
04 Hiroaki I m:: I like (.) simple. [00:00:04.25]
05 Ayako うーん {?u::n?, yeah} [00:00:05.21]
06 Hiroaki so (0.2) no no prints? [00:00:09.12]
07 Ayako wo::w= [00:00:10.07]
08 Hiroaki no no words? [00:00:11.08]
09 Ayako m:-hm? [00:00:11.27]
10 Hiroaki yes [00:00:12.14]

Nonvocal aspect
((   ))   A short description enclosed in <u>double brackets</u> indicates
                 nonvocal activity that is important for your analysis. Use
                 a vertical line (|) to show onset.

      Example:

      15 Jim a::nd she just uh:: |let go::
                                   |((opens hand))

Material aspect
(((   )))   A short description enclosed in <u>triple brackets</u>
                   indicates **material activity** that is important for your
                   analysis. Use a vertical line (|) to show onset.

      Example:

      23 Jane and he SUDdenly gave me::: (1.0) |THIS
                                                |(((shows ring)))

Example (multimodal)
[00:00:00.00]
01 Ayako >how bout you< [00:00:00.19]
02 Hiroaki a[|h::
            |((H looks upper left))
03 Ayako   [what's your style [00:00:01.20]
04 Hiroaki I m:: I like (.) |simple. [00:00:04.25]
                              |((H looks back to A))
05 Ayako うーん |{?u::n?, yeah} [00:00:05.21]
                 |((H looks down, nodding))
06 Hiroaki so |(0.2) no| no prints? [00:00:09.12]
                |((H quickly looks to A))
                         |((H's left hand to and across chest))
07 Ayako w|ow [00:00:10.07]
           |((H quick look down, nodding))
08 Hiroaki no| no words?| [00:00:11.08]
               |((H's hand again across chest))
                          |(((pinches and slightly pulls shirt)))
09 Ayako |m:-hm? [00:00:11.27]
           |((A looks left))
10 Hiroaki |yes [00:00:12.14]
             |((H nods, looks to A))