**Transcription Quick Reference Guide**

**Step 1: Preparation**

* Ensure deep language knowledge for transcription/translation
* Gather equipment: headphones, foot pedal (optional), computer
* Choose transcription software or tool
* Use transcription template document to ensure format consistency

**Step 2: Initial Transcription**

* Write exactly what is said, including:
  + Grammatical errors, "cuz" instead of "because"
  + Include ALL interjections: "hmm", "uh", "woah", "yeah", "okay", "um", "ohh", "mmm" (e.g.,"Mmmm [no]" or "Mhmm [yes]")
  + Include nonverbal communication in brackets, present tense: "(laughs)", "(sigh)", "(quietly)"
* Continue until recording ends

**Step 3: Review and Edit**

* Re-listen to audio while reviewing draft transcript
* Check for: typos, missed words/phrases, incorrect speaker identification
* Edit transcript to correct errors

**Step 5: Verification**

* Conduct spot checks of ~10% of transcripts per transcriber
* Team lead or second transcriber reviews for accuracy/completeness
* Flag transcriber for additional review if high error levels found

**Step 6: Finalization**

* Save transcript in secure location per team file structure
* Create backup copy