**Social gesture and speech coding manual**

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**Transcription**

1. **Summary of ELAN tiers:**

At the time of this iteration, you will have completed annotations in the UTTERANCE PRESENCE tier in the file titled “Participant\_Number\_VC1\_ForVerbal”. You will transcribe the audio of the file in two new tiers: TRANSCRIPTION UTTERANCE and TRANSCRIPTION.

1. **Reliability strategy: NA**
2. **Description of ELAN tiers:**

BLOCKS

**Possible values (3):** XP, P, PO

**Description:** This tier will inform you of the current main speaker, either Experimenter (XP) or Participant (P). PO refers to post interview audio, and does not need to be transcribed.

UTTERANCE PRESENCE

**Possible values (1):** Yes

**Description:** This tier will inform you of utterance units that you will transcribe in the Transcription Utterance tier.

TRANSCRIPTION UTTERANCE

**Description:**  This tier is a duplicate (in terms of time stamps) of the Utterance Presence tier, with the annotation values replaced with full audio transcriptions.

TRANSCRIPTION

**Description:** This tier contains transcribed annotations of all spoken content, including copies of transcribed annotations of the Utterance Presence tier.

Annotations within this tier must fall within annotations of the Blocks tier. For example, an annotation that begins in a P block must end at or before the end of that P block, even if the participant's speech continues past the end of the P block. In such case, include transcription of the participant's speech beyond the end of the P block in the same annotation.

A Transcription annotation within the XP block tends to simply be a duplicate (in terms of time stamps) of that XP block annotation.

1. **Rules for Transcription**
2. Include everything that is spoken, starting from the Experimenter describing the first task and ending at the start of the PO block.
3. Avoid transcribing in punctation of any sort, including question marks, sentence breaks, and commas. It is acceptable to include such punctation if the transcription is copied from an experimenter’s script in the XP block.
4. If one speaker says something during the other speaker’s block – for example, if the participant asks a question as the experimenter is speaking – transcribe this speech in parentheses
5. Use square brackets to include non-speech notations within transcription (e.g. [laughs])
6. If it is difficult to make out what is being said, notate [unintelligible] in square brackets.
7. **File Organization and Logistics**

Once completed save your ELAN file as <Participant ID>\_Transcription\_<Coder ID>