

Transcription & Translation



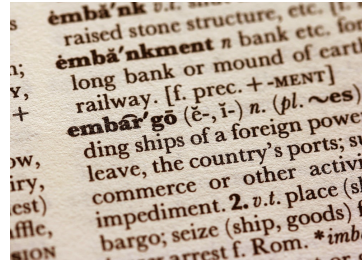
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Why? The analysis of *what* is said

Analyzing information contained in the *specific words* that are spoken

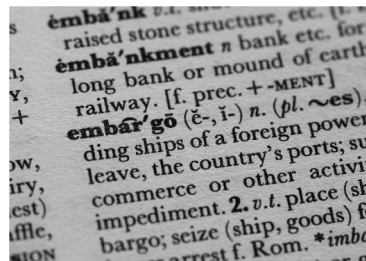


Analyzing information contained in *what and how* something is said



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Analyzing information contained in the *specific words* that are spoken



Denaturalism

Words only;
idiosyncratic elements removed

Interest is informational content of the specific words

Analyzing information contained in *what and how* something is said



Naturalism

transcribed in detail, including:
words, vocalizations, pauses,
stutters, actions/nonverbals

*Interest is in the meanings and perceptions created and shared during conversation
(hence common for Ethnography, Grounded Theory, & Critical Discourse Analysis)*

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Denaturalism

Doctor No. 9: I would suggest yes paracetamol is a good symptomatic treatment, and you'll be fine

Patient K: Fine, okay, well, thank you very much.

Naturalism

Doctor No. 9: (..) I would suggest (..) yes paracetamol or ibuprofen is a good (..) symptomatic treatment (..) um (..) (slapping hands on thighs) and you'll be fine

Patient K: fine (..) okay (..) well (..) (shrugging shoulders and laughing) thank you very much

Why?

What do you need?

This determines:

- The level of detail
- What is included (emphasis on certain words, accents, slang)
- If/How you describe actions (laughter vs. nervous laughter vs. giggling)

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OTHER GOOD REASONS TO TRANSCRIBE

- Can skim quickly to see if passage / interview is relevant
- Avoid degradation the original audio media
- Help in comprehension of voices on that are difficult to hear or understand
- Can annotate with metadata and additional notes
- Can read metadata/text into a computer for analysis

WHY **NOT** TRANSCRIBE?

- **Time consuming.**
- Are you *sure* you need a (close to) verbatim transcription? Will notes taken during the interview or when inspecting the original object be sufficient?
- Put another way, are transcriptions primary material or back-up/secondary source?



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REMEMBER, EVEN IF THE ANSWER IS “YES, I NEED TRANSCRIPTS”:

- Transcription is **not** a substitute for being there; it is *complementary documentation* of the same event.
- **Always** take contemporaneous notes.
- **Always** use tools to make the work more efficient (1-10-100): *Software, style guide, hardware, etc.*
- **NEVER** transcribe from the original recording material.



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Interview Synopsis

[included as part of the **Interview Information Form** which identifies the project name, interviewer name, narrator name, length of interview, media, donor form signed, and if the interview was transcribed]

"This interview was recorded on August 12, 2005, as part of the Ace School Oral History Project. During the interview, Jane Doe, the narrator, a former student at the school, discussed the following topics:

- Her background and ties to Ace School
- Her first memories of attending the school
- The subjects taught in the school
- The teachers
- The school building exterior
- The interior layout and what the classrooms looked like
- Recess
- Holidays and fun times
- Her perspective on what her education there meant to her

This interview is one of 20 in the Ace School Oral History Project, a project of the Douglas County Historical Society. Narrators represent former students, teachers, school administrators, service personnel, community leaders and school board members. The interviewer is Mary Smith."

https://www.nebraskahistory.org/lib-arch/research/audiovis/oral_history/Transcript.htm

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TRANSCRIPT	
Oral History Interview with Jane Doe, Ace School Oral History Project Interviewed on September 13, 2006 Interviewed at 1245 Jake Street Omaha, Nebraska Interviewed by Mary Smith	
JD = Jane Doe MS = Mary Smith	
Time Log	Tape (Disc) One, Side One
0:01	MS: I am sitting here today, August 12, 2005, with Jane Doe at her home at 1245 Jake Street in Omaha, Nebraska, to interview her about her memories of attending the Ace School here in Omaha. This interview is being done for the Ace School Oral History Project to help document the history of this school, which was closed in the year 2003 due to consolidation. The interviewer is Mary Smith.
	I would like to begin by asking you about your ties to the Ace School. I understand you grew up in the neighborhood.
0:30	JD: Yes, I did. My parents bought a house just a block from the school the year before I was born and my brothers and sisters and I grew up in that house. It was a three-bedroom home and there were six of us kids, three boys and three girls, so three to a bedroom. Different from today, but we didn't think anything about it.
	The neighborhood was full of kids and all of them went to the school unless they attended the parochial school two blocks over. My parents bought the house because they liked the school and wanted to be in that school district. It had an excellent reputation as a good neighborhood school.
1:00	MS: Tell me a little bit more about the school's reputation as you remember it.
	JD: My parents told us that we were lucky enough to be attending the best school in the city. They said that often; it meant a lot to them.
	[Page 1 of ??]
https://www.nebraskahistory.org/lib-arch/research/audiovis/oral_history/Transcript.htm	

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CONSISTENCY = EFFICIENCY	
<ul style="list-style-type: none">• If multiple people are working on the same project, use a “<i>style guide</i>” to ensure consistency: headers, font, format, abbreviations, capitalization, numbers• <i>Always</i> indicate change in speaker• Indicate time stamps at regular intervals, and when there is an inaudible portion• Whatever you do, be consistent• When in doubt, use Chicago Manual of Style	

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TRANSCRIBING IS AN ART, NOT A SCIENCE!

Common issues:

- False starts
- Run-on sentences
- Non-verbals
- Dialects
- Filler words

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REMEMBER THE OBJECTIVE OF TRANSCRIPTION

- Should not embarrass the narrator or make them look foolish
- Should capture the flavor of a narrator's speech
- Should be clarified when appropriate with the use of brackets

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STANDARDIZE THE HEADER (THIS IS YOUR METADATA)

[1] Document Name: AA00062074.pdf o Doe_diario_1889_ss

[2] Document Location: UFDC <https://ufdc.ufl.edu/AA00076547/00001/pdf>

[3] BIBid (bibliographic identification): AA00076547

[4] Transcribers Note: This section should include all information, comments, or explanations about the transcript not found in the original text.

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Use Brackets To Indicate Anything You Have Added To The Document

[inaudible 00:33:04]

[end of interview]

My grandfather is buried there [pointing out the window], under that oak tree.

[laughing]

I work in the DCC [Digital Collections Center]every day.

[crosstalk 00:04:45]

See: <https://ufdc.ufl.edu/AA00062074/00001/pdf>

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