Pre-Class Preparation (Instructor):

Send in an email to students:

- Ask for volunteers to record text in new languages.

Bring to Class:

- Snacks
- Flip charts and markers
- Dry write markers
- Tent cards for student names

Objectives and Competencies:

- Understand the different approaches to translation and the research questions for which each is most appropriate
- Become familiar with software for automated translation via direct upload and api
- Learn to use the different types of automated and manual transcription tools
- Understand the strengths and weaknesses of automated translation
- Be able to describe the metadata required for transcription files

Pre-class Preparation (Students):

Readings

1. Bakker, Rebecca. "Transcription Tools and Software" (2017). Works of the FIU Libraries. 62. [read online] download pdf

2. McMullin, C. 2021, Transcription and Qualitative Methods: Implications for Third Sector Research. *Voluntas.* link

   OPTIONAL (but very, very useful)

3. Daniel G. Oliver, Julianne M. Serovich, Tina L. Mason. 2005. Constraints and Opportunities with Interview Transcription: Towards Reflection in Qualitative Research, *Social Forces* 84(2): 1273–1289 link

4. Bailey, J. 2008. First steps in qualitative data analysis: transcribing. *Family Practice* 25(2):127–131 link

Online Lectures:

1. Dr. Jarek Kriukow: How to transcribe interviews - Part 1: "naturalism" and "denaturalism" and How to transcribe interviews - Part 2: Which approach to use?

   Note: we will discuss anonymization during the session on legal and ethical Issues

Class Outline

Overview: Transcription / Translation (20 min)

Breakout 1: Translation (15 min)

A. Written Text

1. Add text to MS Word, Translate, save
2. Add text to Google, Translate, save
3. Import both into R using `googledrive` package
4. Save as .txt or .csv
5. check differences with https://www.diffchecker.com/diff. Make sure spacing is right in advance.

B. Audio Recordings

1. Upload to _____; save to Folder
2. Upload to _____; save to Folder
3. check differences with https://www.diffchecker.com/diff. Make sure spacing is right in advance.

Returning results 1 (15 min)

Break (10 min)

Breakout 2: Transcription (45 min)

Returning results 2 (15 min)

Free Time

There are -15 min remaining that can be used to —–

Tools

Translation

Text: Automated/AI

1. Google Translate and help documents.

2. Google Docs: in-doc translation. See also how to translate using google sheets

3. MS Word: in-doc translation

4. DeepL

Audio: Automated/AI

1. Happy Scribe. 40+ languages. 30 min. free then paid; student pricing available. Can integrate with Zapier to up/download files from Google Drive and Dropbox ***Multiple languages***

2. Google Audio Translation in Beta ### Text or Audio: API or Command Line

3. `googleLanguageR`. Uses the Google Cloud machine learning APIs for text and speech tasks. The Cloud Translation API does detection and translation of text.

4. `aws.translate` uses the Amazon Web Services to do transcription via API. Has program for NGO/non-profits.

5. `translateR package`: tools to access Google Cloud Translation via API. Overview and reference manual

6. Watson (IBM) 500 minutes free

7. DeepL

8. Translate Shell via API

9. Translate Shell

Text: Manual with Computer Assisted Technology (CAT) Software

1. Video overview of different CAT Tools from 'Freelanceverse'.

2. OmegaT CAT Software. (Free)

3. WordFast Anywhere (free online; desktop version are paid)

4. Across.net (basic version free)

Transcription

1. Comparison Video

2. NY Times' Wirecutter review of transcription services

Automated via upload

Top-Tier

1. Otter.ai. English only; free (600 min/mo) and paid plans. Can transcribe zoom meetings (e.g., if you do interviews via zoom) and can integrate with Dropbox. Phone app is available for iOS. There is an online tutorial. ***English-only***

2. Happy Scribe - see descriptionabove.

3. Temi. ***English Only***, less accurate than Otter.ai and Happy Scribe.

4. Online (free demo) version of Watson; note the "detect multiple speakers" option.

5. Zoom via UF; see also this Link.

Second-Tier

1. Spext. Speech-audio-text editing; free and paid plans.

2. Amazon Transcribe

Automated via API

1. `transcribeR package` uses HP IDOL OnDemand's Speech Recognition API. * Vignette

   - Reference manaual
   - tutorial

2. `googleLanguageR`. Uses the Google Cloud machine learning APIs for text and speech tasks. The Cloud Speech API transcribes sound files to text and the Cloud Text-to-Speech AP

3. `AWS transcribe` uses the Amazon Web Services to do transcription via API. Has program for NGO/non-profits.

Automated via dictation

1. Google Docs. See also Google Docs Voice Recognition and helpful how-to blog post on transcription using google docs and voice recognition

2. SpeechNotes

3. Apple Dictation and Dictation Commands

4. How to use Windoes Voice Dictation and Windows Speech Recognition Commands

Manual with Software

1. oTranscribe Incredibly easy, web based, with time stamps, variable speed.

2. Express Scribe and a tutorial. There is a free version.

3. Transcribe

4. Nvivo

5. Listen N Write

6. InScribe

7. Pearnote for Mac: make text annotations that connect to locations in audio and video recordings (30 day free trial)

8. Dragon Speech Recognition Software

9. Sonix

10. Adobe Premiere: Speech-to-Text Tutorial and Workaround if you are using a version later than 7.2.2. UF Students can use Adobe products on UFApps

Resources & Tools

Transcription Style & Coding Guides

1. Samuel Proctor Project Style Guide

2. Library of Congress Guide: How to Transcribe

3. Smithsonian Archives of American Art Style Guide

4. Smithsonian Volunteer Transcription Program's Guide and Expert Tips

5. Guide to Transcription Coding

6. Hepburn, A., & Bolden, G. B. (2017). Transcribing for social research. Sage. linkto book descrption on Sage website

7. Manchester University's very useful Transcription Toolkit and Guide

8. Manchester University's Quick calculator for estimating transcribing time (.xls file)

9. Programming Historian Guide to Text Automation

Examples - Transcription Notes

1. Sample 1

2. Sample 2

Useful Websites

1. Linguee Good for slang and expressions;searches different ways in which one word has been translated. Can also enter several words or even a sentence to find different translations.

2. Thesaurus.com; equivalent in foreign language.

3. Side-by-Side Text Comparison Website

4. Jennifer Marie's YouTube channel on Transcription Tools & Tips

Pedals

1. Infinity

2. Kinesis

Text Shortcuts

1. Google Docs

2. MS Word

Misc. Software & Apps

1. SayMore: tools for common Language Documentation tasks

2. Lameta tool for metadata associated with files made in the course of documenting language, music, and other cultural expressions.

3. voice recorder app for iPad

4. App for recording phone interviews (note: be aware of relevant local and national laws regarding recording phone calls).

Post-Transcription Text Analytics

1. Planning for text analytics (extraction and organization) in R

2. Silge and Robinson's **outstanding** book 'Text Analysis in R'

Anonymization

1. UK Data Service Webinar: How to anonymise qualitative and quantitative data

2. Anonymizing in R: part 1 and part 2

Sources / Additional Readings

1. Young, JC, Rose, DC, Mumby, HS, et al. 2018. A methodological guide to using and reporting on interviews in conservation science research. *Methods Ecol Evol* 9:10-19 link

2. Michael Henry Heim & Andrzej W. Tymowski. Guidelines for the Translation of Social Science Texts. *American Council of Learned Societies*

3. Sophie Chabeda, Jane Kahindi, Manya Van Ryneveld. Preparing data: the not-so-simple stage of transcription and translation

4. Squires, A. 2009. Methodological challenges in cross-language qualitative research: A research review.. *International Journal of Nursing Studies* 46(2):277-287.

5. Hepburn, A., & Bolden, G. B. (2017). Transcribing for social research. Sage.

6. McLellan E, MacQueen KM, Neidig JL. 2003. Beyond the Qualitative Interview: Data Preparation and Transcription. *Field Methods*. 15(1):63-84. link

7. MacLean LM, Meyer M, Estable A. 2004. Improving Accuracy of Transcripts in Qualitative Research. *Qualitative Health Research*.14(1):113-123. link

8. Hughes, M. Are Online Transcription Services Safe and Private?. *How-to-Geek*.

9. Duca, Daniela. Who's disrupting transcription in academia?. *Sage Ocean*.