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WHY 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.** Do you really need a (close to) verbatim transcription? Will notes during the interview or when inspecting the original object be sufficient?



REMEMBER

- 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 etc.
- DO NOT TRANSCRIBE FROM THE ORIGINAL MEDIA.

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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/Synopsis.htm

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

Time Log Tape (Disc) One, Side One

JD = Jane Doe MS = Mary Smith

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.

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

MS: Tell me a little bit more about the school's reputation as you

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.

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

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CONSISTENCY = EFFICIENCY

- If there are multiple people working on the same project, use a "style guide" to ensure consistency (headers, font, format, abbreviations, capitalization, numbers
- Always 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

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

Q

STANDARDIZE THE HEADER (THIS IS YOUR METADATA)

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- [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]

https://ufdc.ufl.edu/AA00062074/00001/pdf