Transcript Standards

**Georgia Harris. Tape 2; side 1. March 19, 1980. Rock Hill, SC.**

Title

**Test description**

Description

**GH Mar 1980 2A.mp3**

Audio File

Empty Line

GH [00:00:03.635] I remember, ah, we’d always have a big picnic,

GH [00:00:05.988] and, ah, John Brown used to live way up the river.

GH [00,00,06.000] Sometimes he’d have it at his house, you know. He

GH [00,00,07,000] was terrible to, ah—he loved to have picnics around

GH: [00;00;08.000] where he was anyway sometimes.

TB: [00.00.10.000] And they would do this at John Brown’s house?

GH: [00;00;10;005] Sometimes, uh huh.

Speaker

Timecode

Dialogue/Text

Notes

* ***Speaker*** can end with a colon or not, the computer will understand either way.
* EACH line should be prefaced with the ***Speaker*** name. Whether you write out the name or use an abbreviation, be sure the name is uniform in spelling and format throughout the transcript.
* ***Speaker***, ***Timecode***, and ***Dialogue/Text*** are delimited with tabs but three or more spaces will work just as well. Tabs are preferable because it is easy to miss a space but not a tab.
* Do not put triple spaces or tabs within the **Dialogue/Text**. These are seen as delimiters which should only be used to separate the **Speaker**, **Timecode**, and **Dialogue/Text** fields from each other.
* The ***Timecode*** format is [Hour:Minute:Second.Millisecond]. You will need to tell us where each line begins in the audio as accurately as is reasonably possible.
* You can delimit any of the ***Timecode*** with a colon, semicolon, comma, or period, and it will still go through fine. As long as there are two digits for Hour, two for Minute, two for Second, and three for Millisecond, i.e. [HH:MM:SS.mmm]
* If a ***Timecode*** is listed that is chronologically before one of the previous lines, the transcript will not be understood. Make sure they’re chronological.
* The transcript should be associated with a single .mp3 ***Audio File***