



DAILYSCRIBE

## Transcription Guidelines

The transcription guideline is a set of rules that should be always followed. Therefore please adhere to these as strictly as possible.

Do not violate these rules

- I. The raw transcript should **not** contain text other than the spoken audio. No headers/footers, speaker tracking, time-codes, comments etcetera.
- II. No part of the audio should be omitted, unless specified otherwise by an instruction or another guideline.
- III. Inaudible parts should be omitted and marked with a blank \_\_\_\_.
- IV. Laughter should be omitted and marked with [laughter] or [chuckle].
- V. Ellipsis ... should be used to indicate unfinished sentences or mid-sentence pauses.
- VI. Contractions, wanna, gonna, kinda, gotta, should **not** be expanded.
- VII. Numbers one to nine should be transcribed in letters and numerals otherwise, except for measurements.
- VIII. A new paragraph should be started at each change of speaker and paragraphs should be separated by an empty line.
- IX. Fillers (right, you know, I think, like, I mean, so, actually, basically), false starts, stutters and partial words should be omitted, except for strict verbatim files.
- X. Utterances should be omitted for non-strict verbatim files, unless necessary. For strict verbatim files, only the following utterances should be transcribed: Mm-hmm if in agreement, Uh-huh if in disagreement, Umm and Uh.

## Additional Notes:

- Strict verbatim files are indicated with an instruction. Files without the instruction should be considered as non-strict verbatim.
- Blanks that are filled during the Review, Proofreading and QC steps are considered as major mistakes (except for names and acronyms).
- For Guideline VII, measurements are considered as anything which has a unit (kg, ml, currency units, etcetera).
- For Guideline IX, the filler words specified have to be frequently repeated by a speaker during the conversation to be considered a filler. In-frequent usage of those words should be transcribed.
- False starts are when the speaker starts a statement but immediately corrects it to something else.
- For Guideline IX, all files are non-strict verbatim by default. Strict verbatim files are indicated by an instruction on the file. Therefore if the instruction is not present, all utterances, fillers, false starts, stutters should be omitted. If the instruction is present, nothing should be omitted and the raw transcript should match the audio word for word.
- The only case when an utterance is required in a non-strict verbatim file is when it is a response to a direct question. The unless necessary part of Guideline X specifies that.





DAILYSCRIBE

### Style Suggestions:

The following are some styles that we recommend. Please note that this list is not exhaustive. If you require additional guidance, please [contact support](#).

- Punctuations are free style. Please use your discretion on placement of commas, periods, semicolons, exclamations etc.
- Spelling styles are different for each file and the styles suggested by the spell check should be followed.
- All proper nouns should be first letter capitalized, e.g., names of places, person, organizations, job titles, etcetera.
- Spelled out names should be all capitalized and separated by hyphens. E.g. A-D-A-M.
- Use etcetera instead of etc.
- Use i.e., instead of ie.
- Use e.g., instead of Eg.
- Alright and All right are both acceptable.
- A statement *can* begin with an And.
- Generic drug names should be all lowercase and branded drug names should be first letter capitalized. Google once to check if they are generic or branded.
- Special marking schemes for phonetics and spelling should not be used. Blanks should be used instead.
- Periods should not be used in acronyms. E.g. PhD instead of Ph.D.
- The following examples further illustrates Transcription Guideline VII.
  - Time: 10:00 AM
  - Date: March 2, 2012
  - Temperature: 5 degrees
  - Money: \$5, \$500,000, \$5 Billion
  - Percentage: 5%
  - Speed: 5 miles per hour
  - Dimension: 6 x 10, 5 feet 2 inches
  - Address: 213, 2nd Street
  - Era: in your 20s, in the 90s
  - Rank: ninth, 10th

