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| **Symbol** | **Name** | **Use** |
| [ text ] | Brackets | Indicates the start and end points of overlapping speech. |
| = | Equal Sign | Indicates the break and subsequent continuation of a single interrupted utterance. |
| (# of seconds) | Timed Pause | A number in parentheses indicates the time, in seconds, of a pause in speech. |
| (.) | Micropause | A brief pause, usually less than 0.2 seconds. |
| . or ↓ | Period or Down Arrow | Indicates falling pitch. |
| ? or ↑ | Question Mark or Up Arrow | Indicates rising pitch. |
| , | Comma | Indicates a temporary rise or fall in intonation. |
| - | Hyphen | Indicates an abrupt halt or interruption in utterance. |
| >text< | Greater than / Less than symbols | Indicates that the enclosed speech was delivered more rapidly than usual for the speaker. |
| <text> | Less than / Greater than symbols | Indicates that the enclosed speech was delivered more slowly than usual for the speaker. |
| ° | Degree symbol | Indicates whisper or reduced volume speech. |
| ALL CAPS | Capitalized text | Indicates shouted or increased volume speech. |
| underline | Underlined text | Indicates the speaker is emphasizing or stressing the speech. |
| ::: | Colon(s) | Indicates prolongation of an utterance. |
| (hhh) |  | Audible exhalation |
| ? or (.hhh) | High Dot | Audible inhalation |
| ( text ) | Parentheses | Speech which is unclear or in doubt in the transcript. |
| (( italic text )) | Double Parentheses | Annotation of non-verbal activity. |

Transcription Notation is described in G. Jefferson, “Transcription Notation,” in J. Maxwell Atkinson and J. Heritage (eds), *Structures of Social Interaction*, New York: Cambridge University Press, 1984.