

Appendix D: Transcription rules

For the transcription of the interviews mainly the rules of Kuckartz, Dresing, Rädiker, and Stefer (2008) were followed:

- Literal transcription
- Speech is transcribed smoothed
- Pauses of 3 seconds or more are indicated with 3 periods in 2 round brackets, e.g. (...)
- Sound utterances of interview guests, which additionally contribute to the interpretation of a statement, are written in brackets, e.g. (sighs)
- The interviewing researcher is marked with "I" and the interview guest or expert with "B".

For a more detailed explanation see Kuckartz et al. (2008).

These rules were extended by a few more points:

- Colloquial expressions such as “gell” are transcribed
- Emphasized words or phrases are written in capital letters, e.g. "THIS sign".
- Aborted sentences are marked with “/”.
- Agreement in the form of sounds such as "Aha" or "Hm" are only transcribed as a response.
- Incomprehensible passages are marked with "(unv)".
- Speaker overlaps are marked with “//”
- Numbers are written out as long as their names are short, e.g. 6 -> six, 13 -> 13.
- “Ok” is transcribed as “Okay”
- Background noise is not transcribed
- Comments are written in round brackets

References

Kuckartz, U., Dresing, T., Rädiker, S., & Stefer, C. (2008). Qualitative evaluation in sieben schritten.

Qualitative Evaluation: Der Einstieg in die Praxis, 15–57.