**Interview Transcription Guidelines**

1. **Transcription Format**
   * Use the following format:

**I:** [Interviewer’s dialogue]

**C:** [Interviewee’s dialogue]

**I:** [Interviewer’s dialogue]

(etc.)

1. **Verbatim Transcription**
   * Transcribe interviews **exactly as spoken**, including grammatical errors and informal speech.
2. **Punctuation and Formatting**
   * You make the decisions on how to apply punctuation, however, stay **consistent** throughout the transcript.
   * Do not use periods following abbreviations; only use periods to indicate the end of a sentence.
3. **Anonymization**
   * Replace the following information with **[ANONIMIZÁLVA]** :participant’s name, workplace, title, or any other information that might aid in identifying the participant.
4. **Unclear Audio**
   * If any part of the recording is unclear, mark it as unclear and include a timestamp in minutes and seconds (e.g., **[NEM ÉRTHETŐ 12:34]**)