

16) Numbers:

- Times of the day and dates: always capitalize AM and PM. **Do this:** 2:45 PM, 5:00 AM. When using o'clock, spell out the numbers: eleven o'clock, nine o'clock.
- Time periods should be written with an apostrophe: '60s, '70s style; however, "that man is in his 70s" (no apostrophe)
- When the speaker uses symbols or equations (like a Math lecture) it's the editor's job to save transcription in Word format and to insert those formulas and symbols and then send that Word version to info@gotranscript.com. That's because our tool does not support symbols or formulas. Transcribers should do their best to transcribe those things using the tool, like writing formulas using regular symbols
 $x = x + 2$.

For example:

$$(x+a)^n = \sum_{k=0}^n \binom{n}{k} x^k a^{n-k}$$

17) Double dashes or a single dash (**mind the verbatim type**)

Use double dashes --

When there is a change of thought (false start) in mid-sentence. **Do this:** Weren't we going to-- Okay, never mind.

Use a single dash -

When there is an interruption, but the speaker continues his thought. **Do this:**

E. g. 1:

Speaker 1: I thought he was-

Speaker 2: Yeah.

Speaker 1: - gone.

E. g. 2:

Speaker: Weren't we going to- heading to London?

When someone stutters. **Do this:** Why is this m-m-moist?

18) Quotation marks:

Double quotation marks "" are used whenever there is a direct quotation. **Example:** She said, "Don't bother telling me". Quotations are introduced by a comma, **not** a colon

Internal dialogues are seen as direct quotations as well. **Example:** And then I thought to myself, "What if I can't make it?" (Notice how the question mark is inside of the quotation. This is because the quotation itself is a question. However, if the rest of the sentence is a question containing a quotation, then the question mark would be outside of the quotation marks)

Do not use quotation marks in indirect quotations (when the speaker paraphrases what has been said). **Example:** The man said that he was in a hurry.

19) If you cannot hear what word is being said, mark that as inaudible or unintelligible and specify the time.

Use **[inaudible 00:00:00]** when it is impossible to hear what is being said due to interferences in the audio

Use **[unintelligible 00:00:00]** when you cannot understand what is being said due to the speaker's manner of speech, accent, et cetera

20) Do **NOT** make up your own markings. Only use the ones that you find in the guidelines.

Example:

DO NOT use: [incomprehensible]; [indistinct]; [inunderstandable] et cetera

21) If there are **curse words** in the audio, transcribe them word for word.

22) Onto vs. On to

Rule 1: In general, use onto as one word to mean "on top of", "to a position on", "upon"

Example: I climbed onto the roof.

Rule 2: When onto means "fully aware of", "informed about"

Example: I'm onto your plan

Rule 3: Use on to, two words, when on is part of the verb.

Example: Please log on to our site

23) If you do not prepare the transcriptions according to these requirements, you might be removed from the team of transcribers.

Ratings which are given by editors:

1 - from 0% to 80% accuracy

2 - from 80% to 85% accuracy

3 - from 85% to 90% accuracy

4 - from 90% to 95% accuracy

5 - from 95% to 100% accuracy

24) Always use et cetera unless the client asks otherwise in the comment section (not bolded).

Transcribers should know that mistakes like the following will be harshly penalized by editors. Along with accuracy, editors will be rating your files based on your grammar mistakes and/or lack of research.

For example:

this/these; their/there/they're; it's/its; lets/let's et cetera

Were going to see what there proposition was. **(transcriber)**

We're going to see what their proposition was. (edited version)

[unintelligible 00:05:12], the Russian rhythmic gymnast won the golden medal in Rio.

(transcriber)

Yana Kudryavtseva, the Russian rhythmic gymnast won the golden medal in Rio. (edited version)

Congo's former president, **[unintelligible 00:15:59]** visited the Pentagon in 1983. **(transcriber)**

Congo's former president, Mobutu Sese Seko Kuku Ngbendu Wa Za Banga visited the Pentagon in 1983. (edited version)

- Recurring mistakes will also be harshly penalized!
- If a transcriber finishes 3 transcriptions and has 3.4 or a lower average rating, he/she will be removed from the team.

