**Study:**

**Autobiographical Interview Transcription Cover Sheet**

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| --- |
| Participant ID:  Experimenter:       Scorer:  Date of Testing: DD:       MM:       YEAR:  Transcriber:       Quality Check: |

**Instructions:**

* Save file as participant ID\_transcription (e.g., “200\_transcription”)
* Please fill out all of the grey fields above and for each page. If you are the original “transcriber” place your full name in the transcriber field. If you are the person checking the transcription over for accuracy, please place your full name in “quality check”. Note that “experimenter” is the person who conducted the interview
* Please transcribe the text verbatim
* If any text is unclear, please place (inaudible) in blue font place of the text with the time: e.g., (inaudible. 03:36)
* Please use single spaced **BOLD** text for the experimenter’s part and double-spaced REGULAR text for the participant’s response
* During the **Free Recall** the experimenter will say the date of the event (e.g., “April 12, 2019”). Transcribe this as usual, but after you are done, **black out this section** with black highlight, this way the scorer will not be biased by knowing the event time frame prior to scoring

**Memory 1**

Participant ID:

Title:

Notes:

\*\*\*\*\*\*\*\*

***Free Recall***

**Experimenter:**

Participant:

\*\*\*\*\*\*\*\*

***General Probe***

**Experimenter:**

Participant:

**Memory 2**

Participant ID:

Title:

Notes:

\*\*\*\*\*\*\*\*

***Free Recall***

**Experimenter:**

Participant:

\*\*\*\*\*\*\*\*

***General Probe***

**Experimenter:**

Participant:

**Memory 3**

Participant ID:

Title:

Notes:

\*\*\*\*\*\*\*\*

***Free Recall***

**Experimenter:**

Participant:

\*\*\*\*\*\*\*\*

***General Probe***

**Experimenter:**

Participant: