known, this should be stated too. All of this is vital information and not necessarily easy to reconstruct if omitted at this stage.

1.1.2 Workflow

The workflow, which for linguistic analysis would start with the video or audio recording and end with an annotated text-audio/video-linked database, goes through a number of stages which may involve different people (see also Thieberger and Berez, Chapter 4 below). The steps typically include making the recording, capturing, or copying recordings to a computer,[2] identifying and cutting sessions, transcoding media files to open and common formats, chunking sessions into units (such as intonation units, pause units, or intonational sentences: see e.g. DuBois 1991; Edwards and Lampert 1993; Edwards 2003; Himmelmann
p. 16 2006b), transcribing, ↳ interlinearizing, and translating the text. The less familiar the researchers are with the language, the more of these steps require input from native speakers. An ideal workflow would be efficient in terms of the equipment and the software programs involved, and would avoid double handling of data (such as creating handwritten transcriptions which are later typed). An ideal workflow would also allow for at least some of the data to be fully processed during the fieldtrip (simply because that is where the native speakers' input is available). Such a workflow relies on transcriptions being typed directly on the computer, but where power supply is limited this can be a problem. Moreover, it may not be culturally appropriate, or safe, to even use a computer in the field. In any case it is good practice to plan for an alternative workflow which does not rely on the computer for every step and which includes backup options if major equipment items fail (as they will because of heat, dust, humidity, ants, and that sugary cup of tea spilled into the keyboard). Such a workflow may comprise transcriptions which are handwritten by speakers at the field site and then typed by the researcher during a weekend in the next town with proper power supply.

1.1.3 Keeping equipment working

Keeping equipment working in the field is a challenge. The main enemies are moisture, humidity, dirt, dust, and temperature extremes. Waterproof containers are a basic requirement; if they are insulated, padded, and rigid, so much the better.

Silica gel helps to keep things dry. Equipment items should be kept in individual, airtight bags or containers, or with as little air as possible and each with a small pack of silica gel crystals.[3] The crystals absorb and bind the moisture in the remaining air. The crystals need to be dried regularly, for example in a pot over the fire. Dry crystals are typically blue and turn purple/pink as they become saturated.

Cold as well as heat can be an issue, affecting, for example, battery function. A reliable guide to equipment storage is to avoid locations that would be uncomfortable to humans—consider shade, ventilation, and ambient temperature. In extremely hot conditions, evaporative cooling can be useful. It works by placing a damp cloth over the container or waterproof bag in which the equipment is stored. The evaporating water cools the surface underneath.

If you know that the equipment will be exposed to extreme conditions, then weigh up the specifications carefully. For instance, it is possible to obtain waterproof video cameras quite cheaply; however, you will have to accept compromises in the recording quality.