

Discourse-Functional Transcription (Level 3+)

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<i>Meaning</i>	<i>Symbol</i>	<i>Description</i>
Level 1: Foundation		
words	[space]	word boundary is marked by surrounding whitespace
participants	NAME;	first name of speaker in all capitals, plus semicolon
intonation units	[line]	each intonation unit is written on its own line
Level 2: Basic		
laugh	@	one symbol per pulse of laughter
pause	...	a pause of at least 0.2 seconds (untimed)
marginal words	uh, mm, etc.	a.k.a. hesitation words, fillers, filled pause
truncated word	wor–	speaker abandons planned word (en dash – or hyphen -)
final intonation	.	prosodic form marks functional finality (period)
continuing intonation	,	prosodic form marks functional continuity (comma)
appeal intonation	?	prosodic form marks functional appeal (question)
truncated intonation unit	—	prosodic form (cut-off prosody) marks abandoned utterance plan (double hyphen -- or em dash —)
sentence	Capital initial	Capitalize when speaker begins new sentence
comment	((COMMENT))	transcriber's comment on any topic
Level 3: Interaction		
breath	(H)	audible inhalation
exhalation	(Hx)	audible exhalation
vocalism	(COUGH)	sound made in vocal tract: (AHEM), (YAWN), etc.
click	(TSK)	alveolar click
glottal vocalism	(%)	glottalized/creaky vocalism produced as separate “word”
laugh quality	@word	laughing while speaking (@ prefixed to word)
pause timing	(1.2)	duration of pause in seconds and tenths of seconds
micropause	..	brief silence, break in phonation, less than 180 msec
lag/prosodic lengthening	:	colon marks lengthened sounds, slowed speech rate
overlap (1st set)	[]	simultaneous speech; align left square brackets vertically
overlap (2nd set)	[₂]	used for multiple overlap events in immediate sequence
unintelligible syllable	#	transcriber can't identify word (one # per syllable)
uncertain hearing	#word	transcriber is uncertain about transcription accuracy
pseudograph	¬Joanne	pseudonym etc. for anonymity (negation sign)
index/line numbers	1, 2, 3...	each line timestamped and/or numbered
timestamp	<TIME=154.721>	time in seconds and milliseconds from start of recording
Level 3+: Intermediate		
nuclear accent	^	most informative/prominent prosodic moment in the current intonation unit (circumflex accent)
secondary accent	`	rhythmic accent (grave accent)
appeal onset	¿	onset of appeal plateau (inverted question mark)
quality	<MISC words MISC>	brackets at start and end (various notations)
laugh quality (alternate)	<@ words @>	laughing while speaking (whole IU or more)
vox: voice of another	<VOX words VOX>	animating the voice of another person