

### **Simplified semantic transcription:**

1. Transcribe literally, i.e. not in phonetic form or by summarizing.
2. If not agreed otherwise, British English is to be used.
3. Widely accepted contractions should be used: "can't, won't, I'd," etc. More informal contractions are approximated to standard written English. "I'm gonna look at that" becomes "I'm going to look at that," and "y'all" becomes "you all". Words are retained as spoken, even if this results in syntactical and/or grammatical errors, for example: "I gone at a department store."
4. Colloquial particles and fillers such as "..., eh?" "...isn't it?" "..., like, ..." "..., you know,..." "..., I mean, ..." are to be transcribed.
5. Abbreviations like e.g., i.e., etc, are to be spelled out. For example: "etc" becomes "et cetera", "e.g." becomes "for example" and "i.e." becomes "that is".
6. If the speakers are not speaking standard British English, dialect forms are to be approximated to standard language. If there is no suitable translation for a word or expression, the dialect is retained.
7. Stuttering is smoothed or skipped, aborted words are ignored. Repetitions of words are only transcribed if they are used as stylistic means to emphasize, e.g.: "This is very, very important to me."
8. Punctuation is smoothed for readability, i.e. if the voice is lowered briefly or the emphasis is not clear, use a full stop rather than a comma. Units of meaning should be maintained.
9. False starts or interruptions which are missing the completion are marked with the abort sign "/".
10. Reception signals such as "hm, aha, yes, exactly" are transcribed as soon as they interrupt the flow of speech of the other person or are to be understood as a direct answer to a question. (Exception: Backchanneling of one person while another person is speaking is not transcribed if the flow of speech is not interrupted, for an example see appendix.)
11. Particularly emphasized words or expressions are marked in CAPITAL LETTERS.
12. Pauses from approximately 3 seconds and longer are marked by "(...)".
13. Emotional non-verbal statements that support or clarify the statement (such as laughs or sighs) are noted in parentheses.
14. Incomprehensible words are marked with "(inc.)" for incomprehensible. If possible, longer, incomprehensible passages are marked with the reason: "(inc., microphone rustles)". If you suspect a wording, the passage is put in parentheses with a question mark, e.g.: "(xylometazoline?)". Unintelligible sections are marked with a time stamp if no further time stamp is set within one minute.
15. The interviewing person is identified by an "I:", the interviewed person by a "F:" or "M:", according to the respective sex. If there are several participants (e.g.: group discussion), the abbreviations "F:" and "M:" is assigned a corresponding identification number or name ("F1:", "Sarah:", etc.).

16. Each speaker's turn is transcribed in a new paragraph. There is a blank line between each turn/paragraph. Even short interjections are transcribed in a separate paragraph. Time stamps are inserted at least at the end of each paragraph. If a speaker is talking longer than five minutes, time stamps must be inserted into the text, approximately two minutes apart from each other.
17. Numbers are spelled out between one and nine, except in any technical context, e.g. temperature, per cent [100 per cent; 90 degrees Celsius]. In terms of half years, they must be spelled out, e.g. "one-and-a-half year" instead of "1.5 years"
18. The transcript is saved as Rich Text Format (RTF file). The file is named according to the media file name (without the extension wav, mp3), for example: Interview\_04022011.rtf or Interview\_smith.rtf.
19. As font is to be used Arial in size 12 for the transcript itself, and Courier New in size 12 for the "header". The last timestamp is to be removed, since some analysis applications may be negatively affected by.

## Appendix:

### Inventory of signs:

|                                                            |                                                                                                                |
|------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| /                                                          | abortion of words or sentences                                                                                 |
| (...)                                                      | pause of 3 seconds or longer                                                                                   |
| SURE                                                       | emphasized word                                                                                                |
| (laughs), (sighs)                                          | characterization of non-verbal expressions that support the statements. Used at the onset of affected sentence |
| (types), (leaves the room), (printer), (video plays)       | characterization of running actions and non-linguistic processes. Used at the onset of affected sequence       |
| (inc.) #timestamp#<br>(inc., cell phone noise) #timestamp# | incomprehensible utterance. If the according passage is longer, include reasons if possible                    |
| (Marburg?)                                                 | suspected wording                                                                                              |

### Example Backchanneling:

I: Would you say that's true?

F: Mhm (affirmative), exactly. <-- *This is an actual answer to a question.*

*But if it's backchanneling, it's like:*

F: Blah, blah, blah, I'm talking about my

I: Ah, okay. Yeah. <-- *Not necessary as it is just keeping the respondent talking.*

F: time at boarding school and I'm continuing talking about it blah, blah, blah.

In this case, you do NOT transcribe the second line and rather continue the initial sentence without interruption.

### Example transcript:

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Name der Audio-/Videodatei:  
Test_Interview_Simplified_Semantic_Transcription  
Dauer der Aufnahme: 00:03:54  
Datum und Ort der Aufnahme: *durch Interviewer/in auszufüllen*  
Besonderheiten: *durch Interviewer/in auszufüllen*  
Datum der Transkription: 12.12.18  
Ersttranskription: audiotranskription.de Transkriptionsservice  
Überarbeitung(en), Datum: *durch Forschende/n auszufüllen*  
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I: So, since you're a very hardy person you come to work by bike every day.

#00:00:05-6#

F: Uhm, yes? #00:00:05-9#

I: What kind of clothing do you use? Do you have any special tips for outdoor enthusiasts? #00:00:10-8#

F: Well, first and foremost, rain gear. (laughs) #00:00:14-2#

I: Oh, great answer. Fantastic. #00:00:16-0#

F: No. #00:00:17-1#

I: Maybe you have a special brand you can recommend? I mean, I don't like getting caught in the rain either. #00:00:21-2#

F: You know, Vaude is really great. But I don't have a lot of experience, I've been using this jacket for a very long time. Yeah, so I would recommend rain trousers with Gore-Tex. Oh, and ski goggles really help with riding in the rain. True, it looks simply MORONIC, but you actually can see something instead of squinting. #00:00:37-7#

I: In the rain no one's looking too closely anyway. #00:00:39-0#

F: In the rain no one/ Nobody can see me (in any kind of?) weather because I'm so fast. But/ (...) #00:00:45-6#

I: And/ #00:00:46-0#

F: That's about it. #00:00:46-1#

I: The jacket, it has a long back, doesn't it? Has to. Not such a short thing. #00:00:50-1#

F: Well, it should reach down to your behind, otherwise the rain will run off into your trousers. But apart from/ (yes?)? #00:00:58-7#

I: And if the weather is nice you'll wear these stylish bike trousers, right? #00:01:02-7#

F: Oh no, those are ridiculous. (laughs) Especially if I ride my city bike in full Tour de France attire. No way (laughs). #00:01:14-5#

I: It's not obligatory. #00:01:15-3#

F: For quite some time now I've avoided wearing JEANS because they have seams that chafe terribly. That's why I really like climbing trousers, they usually don't have seams in the crotch. #00:01:29-7#

I: So now we know: To reach maximum velocity you use streamlined clothing. #00:01:34-5#

F: (laughs) #00:01:35-0#

I: Great. Wonderful. Thank you so much. #00:01:37-0#

F: (laughs) You're welcome.