# Transcription Guidelines

1. Please transcribe with the use of headphones this is really important to protect anonymity of participants (The audio is also clearer via a headset so likely to be easier too).
2. Do not save the audio files to a laptop or desktop machine use files from memory stick only and save word documents to the memory stick by file letter only, for example, interviewee B.
3. Please transcribe verbatim (do not exclude anything). Include as far as possible silence; humour; repeated words etc. Do not be tempted to ‘tidy’ the data we really need it to be as ‘raw’ as possible as it aids the first level of analysis.
4. Any ambiguity or uncertainty of a word please record the time on the file and email the query to **[insert email address]** for clarification.
5. To ensure confidentiality the data cannot be discussed beyond the research team
6. Please use single-line spacing for the interviewer’s questions and double-line spacing for the interviewee’s responses. Please ensure that there are gaps between one question and the next. Include interviewee letter at the top of the transcript and include page numbers on the bottom right hand corner of the page.

Hope it all goes okay and is not too tedious a process.

Any queries do not hesitate to email **[enter email address of person to contact].**

Transcriber name and signature:

Date:

Researcher name and signature:

Date: