**Guidelines for Transcribing Interviews (Oral History)**

Transcribing is the act of converting someone’s words into text. A transcriber needs to be extremely conscientious and ethical while transcribing someone’s words. Some important guidelines to keep in mind while penning down quotes. Make sure,

1. You do not correct the person’s grammar or words used. You are not an editing service while transcribing.
2. Do not intentionally change the intent of the person’s words to suit your needs. Do not put words in the interviewee’s mouth.
3. You may send a copy of the transcription to the interviewee for consensus.

If you have done an audio recording or will do so in future interviews for writing reports in your field, you might want to remember the following:

1. You could transcribe every pause, and “um”s and “ahh”s said by the speaker if you feel they convey meaning (for example, they show a person’s reluctance or excitement), but then you must be consistent about transcribing each one of them.
2. If a person uses regional dialect or speech phrasing, make sure you use accurate spelling that the region makes use of.
3. If some parts of the transcription are unclear, you can denote those by use of question marks [??].

**Format for the notes/transcription activity**

Your notes must have the following sections:

- **Context**: time, place, date, purpose, names of interviewer and interviewee
- **Overview**: Brief bullets of the progression of the interview. You may break up the interview into various sections, such as intro, body, and conclusion
- **Transcribed sections** from notes or audio recording: Traditionally, you would transcribe the entire interview for reference purposes and for consistency. However, for this, I expect you to only transcribe parts of the interview, parts that you would most probably use in your profile essay assignment.

The transcription should be in a dialogue format or in a paragraph format (especially for notes and observations). I have provided an example for your understanding. This is an excerpt of an interview, so it might not seem complete, but will provide a format of sorts.