

## Digital Transcription Guide

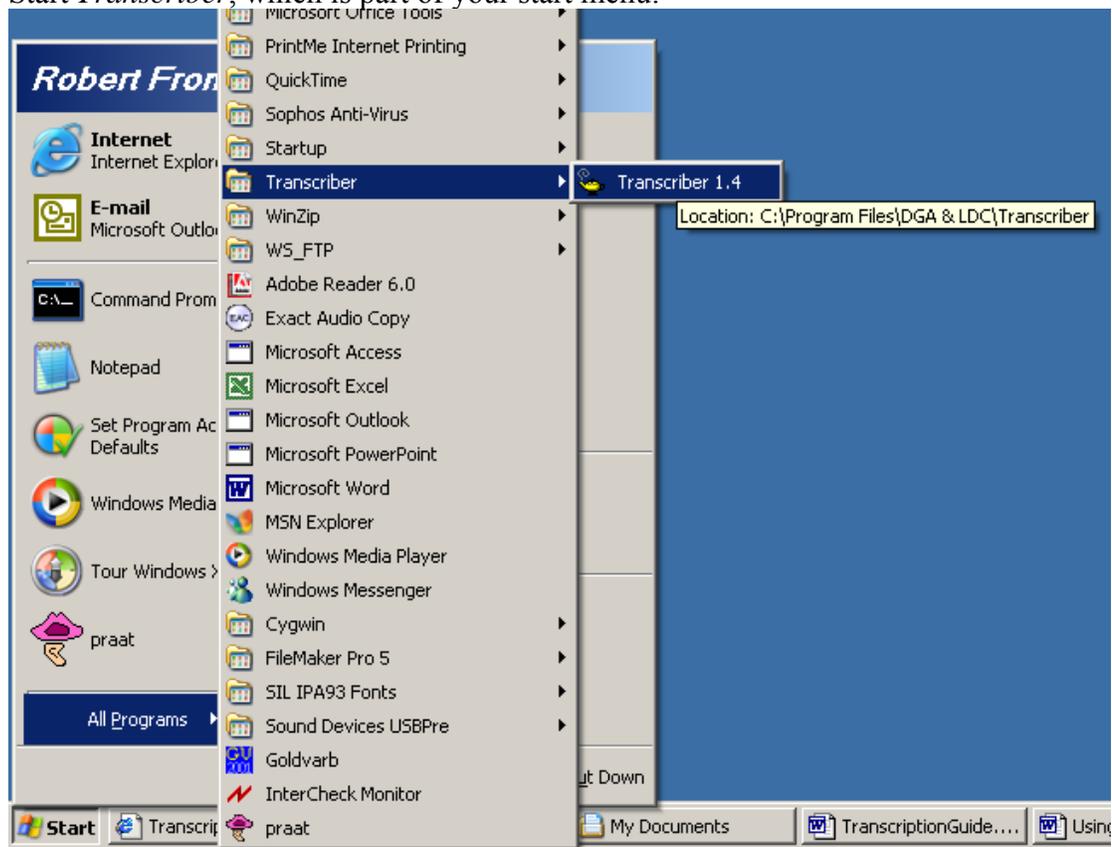
*Transcriber* is a utility used for transcribing sound files so that the text of the transcript can be synchronised with the corresponding parts of the recording.

Transcriber is available free from <http://trans.sourceforge.net/en/presentation.php>

The steps for creating a time-aligned transcript are:

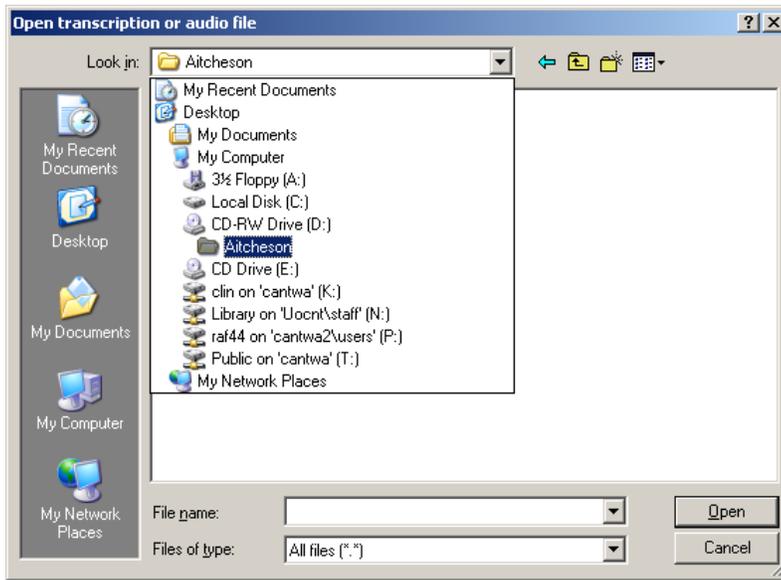
### Getting Started

1. Start *Transcriber*, which is part of your start menu:

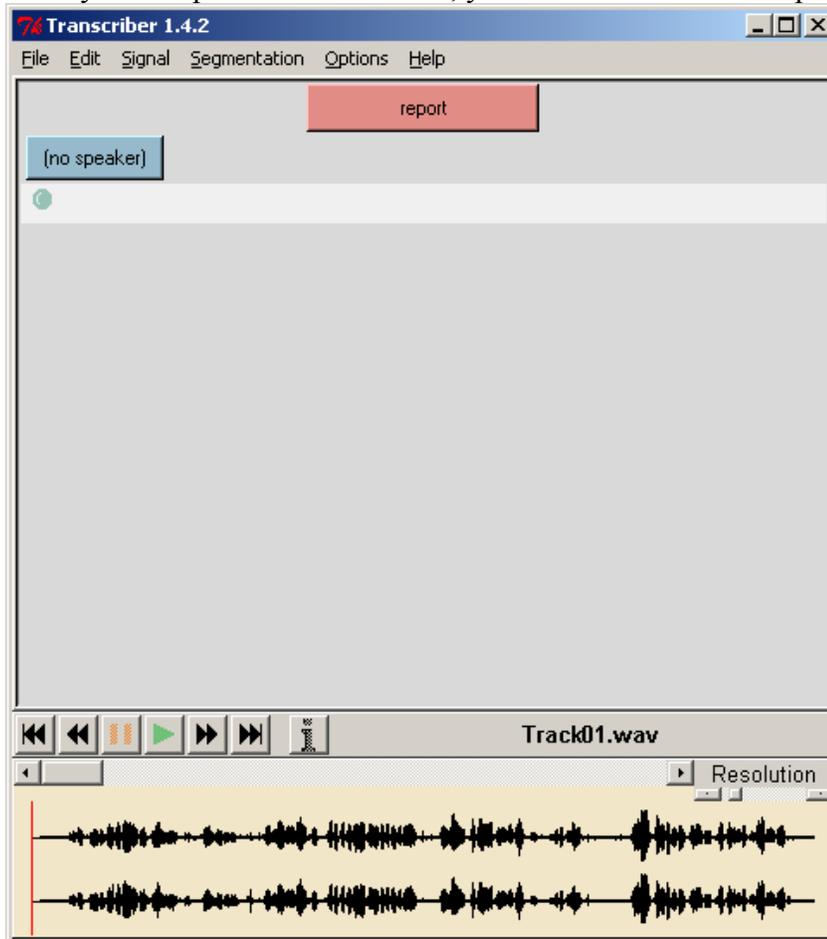


2. In the dialog window that appears, navigate to the location of the sound file you want to transcribe. You may need to locate and insert the CD with your sound

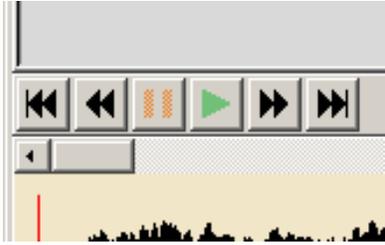
files on it.



3. Once you've opened the sound file, you'll see a blank transcript:



a. You can play, pause, and rewind the sound file using the buttons on the window:



- b. To start and stop, quickly, you can use tab. To play a segment repeatedly, highlight it in the sound file and hit tab.
  - c. You can play just the current *segment* by pressing  $\langle \text{Shift} \rangle + \langle \text{Tab} \rangle$
  - d. You can play the speech immediately around the signal cursor by pressing  $\langle \text{Alt} \rangle + \langle \text{Space} \rangle$
  - e. To remove a *breakpoint*, move the cursor to the beginning of the *segment* and press  $\langle \text{Ctrl} \rangle + \langle \text{Backspace} \rangle$
4. If you're time-aligning an existing transcript:
- a. Open the Word document that contains the existing transcript.
  - b. Select all of the text ( $\langle \text{Ctrl} \rangle + A$ ) and copy it ( $\langle \text{Ctrl} \rangle + C$ ).
  - c. Go back to your *Transcriber* window and paste the text ( $\langle \text{Ctrl} \rangle + V$ )  
All of the text should appear in the window, although the formatting

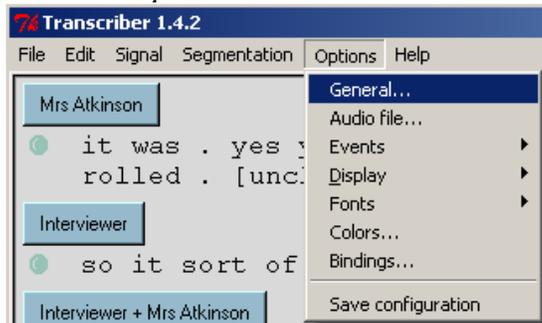
(*italics* and **bold**) will be lost:



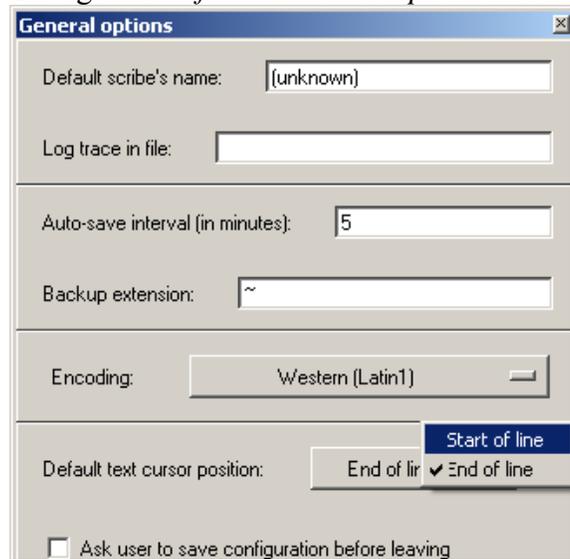
5. Save your transcript. Name your transcript according to the Carolinas conventions. It's a good idea to save your work often.

**If you are working on a PC, the following will save you hassles. You do not need to do this on a Mac.**

- When aligning an existing transcript, you can stop the cursor skipping to the end of the transcript by changing the following setting:
  - i. Go to the *Options* menu and select *General*:



ii. Change the *Default text cursor position* setting to *start of line*:



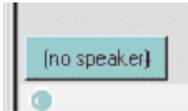
iii. Click OK

**If you are working on a Mac, when you first open a sound file, you can click Abort or close when Transcriber says it is calculating a global shape for the sound. We don't need this because we compress all our sound files. You do not have to do this step on a PC.**

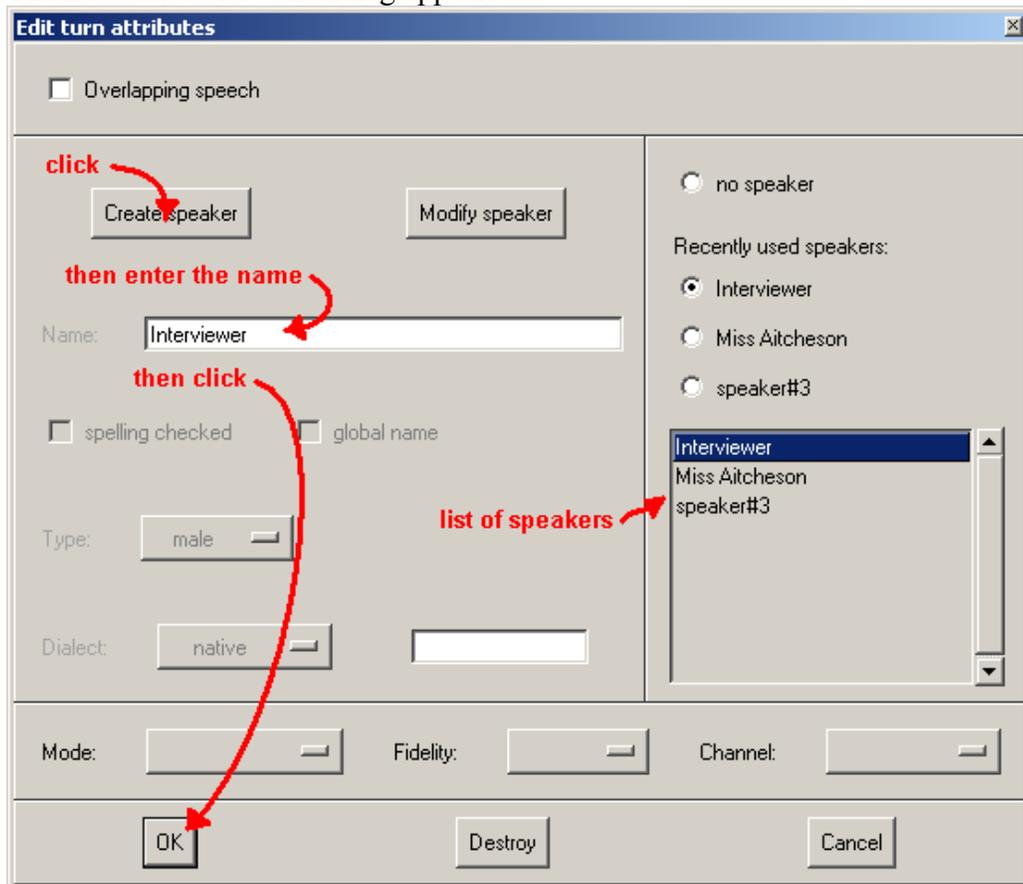
## Setting up Speakers

*Transcriber* lets you mark who is currently speaking, so that utterances by speakers you are not interested in can be filtered out easily. Before you can begin transcribing you must create the speakers who appear in your transcript.

6. Click on the blue button:



7. The *Edit turn attributes* dialog appears

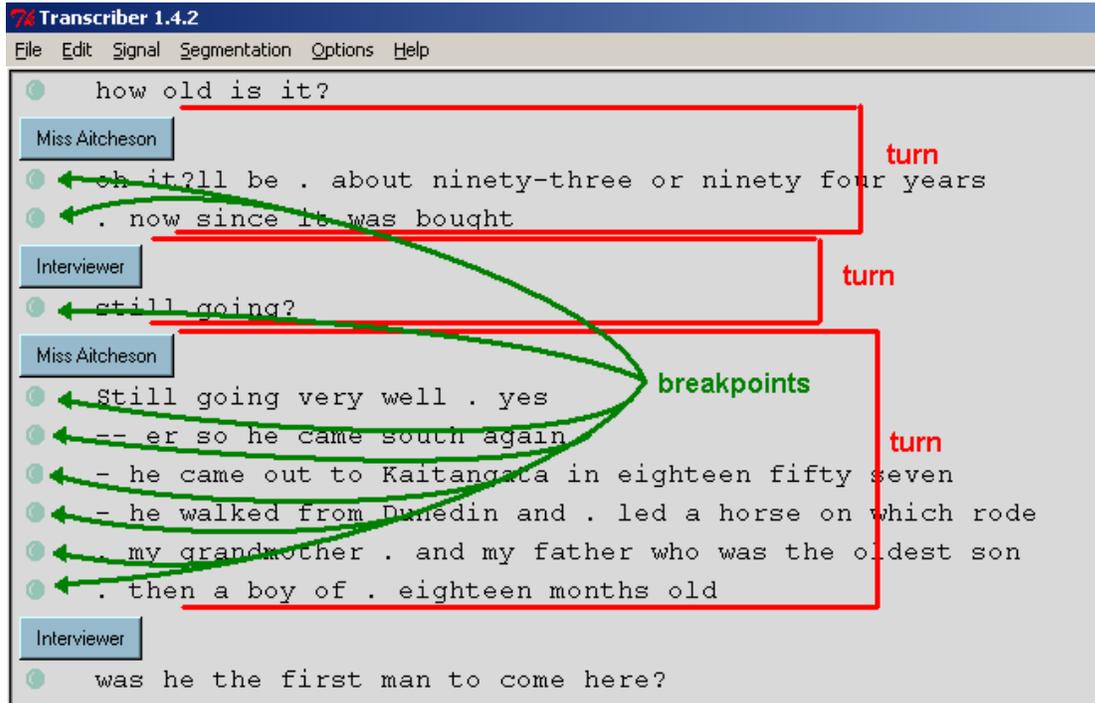


Click the *Create Speaker* button, type their name (the name of the person being interviewed, or *Interviewer* for the person conducting the interview), and click *OK*.

8. Repeat 7. and 8. for each speaker on the recording – each speaker will be added to the list of speakers on the right of the *Edit turn attributes* dialog.
- CARELESS TYPOS in speaker names cause much difficulty in uploading the transcripts.
  - Don't have "no speaker", even if no one is speaking (include it in a speaker's turn and comment it silent).

## Time Alignment

The transcript is divided into sections. As each speaker takes turns at speaking, a new *turn* begins in the transcript. During a *turn*, there can be several *breakpoints* which are points at which the transcript text is synchronised with the recording. The section of speech between two *breakpoints* is a *segment*:

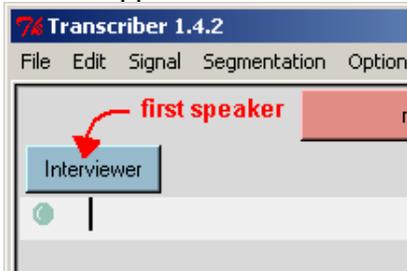


The screenshot shows the Transcriber 1.4.2 interface with a transcript. The transcript is divided into turns by red boxes. The first turn is by Miss Aitcheson, the second by the Interviewer, and the third by Miss Aitcheson. Green arrows point to specific points in the transcript labeled as 'breakpoints'. The text in the transcript is as follows:

how old is it?  
Miss Aitcheson  
oh it?ll be . about ninety-three or ninety four years  
. now since it was bought  
Interviewer  
still going?  
Miss Aitcheson  
Still going very well . yes  
-- er so he came south again  
- he came out to Kaitangata in eighteen fifty seven  
- he walked from Dunedin and . led a horse on which rode  
my grandmother . and my father who was the oldest son  
. then a boy of . eighteen months old  
Interviewer  
was he the first man to come here?

## Creating a new transcript

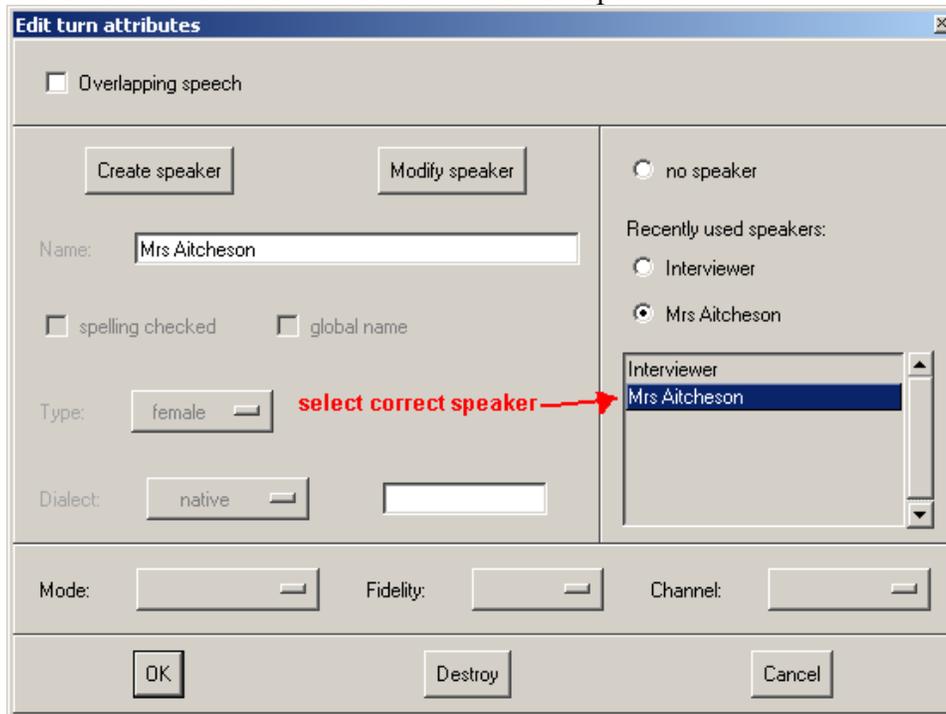
1. Hold the main pedal down to start playback, and listen for the first speaker. When you've identified who starts the recording, take your foot off the pedal to stop playback.
2. Ensure that the first speaker is correctly set. If the name of the first speaker doesn't appear on the blue button:



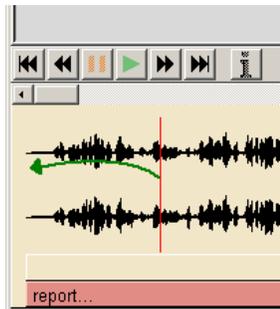
The screenshot shows the Transcriber 1.4.2 interface with the 'first speaker' button set to 'Interviewer'. A red arrow points to the 'Interviewer' button, and the text 'first speaker' is written above it. The text in the transcript is as follows:

Interviewer

...then click the button and select the correct speaker:



3. Rewind the recording to the beginning; hold down the left pedal until the signal cursor has returned to the left side:



4. Now start transcribing:
  - a. hold down the main pedal for playback
  - b. Type what the speaker says – you can type during playback (with the pedal down) or with playback paused (with the pedal released).
  - c. Hit `<Enter>` to create a *breakpoint*.
  - d. When another speaker starts speaking
    - i. create a *breakpoint* at the start of their speech
    - ii. press `<Ctrl> + T` to start a new *turn* – the *Edit turn attributes* dialog will appear
    - iii. select the new speaker and hit `<Enter>` or click OK

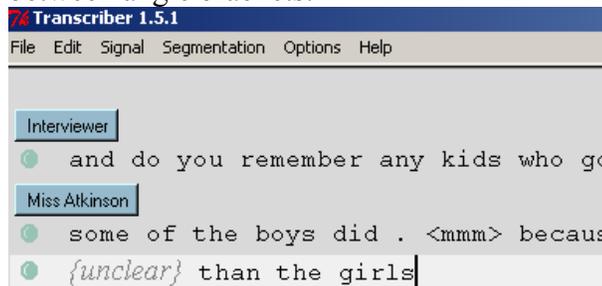
iv. a new turn will have been created:



... and you can continue transcribing.

## Guidelines

- Start each major utterance with a *breakpoint* - This isn't necessary for very small feedback responses like "mmm" or "yeah". Insert these where appropriate between angle brackets:



Always make sure that there are spaces between the angle brackets and any punctuation or words outside them.

### PUNCTUATION

- Don't use capital letters for the start of new sentences. Only use capital letters for proper nouns and "I".
- Use commas or full stops to indicate clauses and sentences, as in normal writing. But don't try to tidy up the sentences so they match what you'd write. Also use the following conventions to indicate pauses:

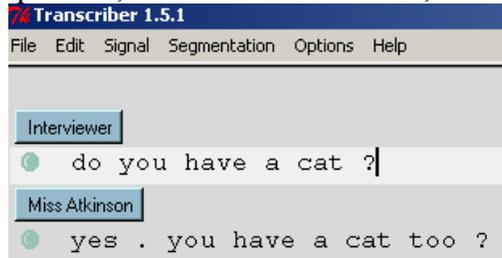
dash	-	= very short hesitation – less than 1 second
double dash	--	= hesitation – 1-2 seconds
three dashes	---	= long hesitation – more than 2 seconds.

Insert the number of seconds via a Comment for very long pauses

Long pauses should be on separate lines in the transcript – try to get the break points at the start and the end of the pause – the length of the pause will then appear automatically once the transcript is loaded into CarolinasMiner.

If the pause is not on a separate line, measure it, and insert the pause length as a Comment from the Edit menu.

- Use question marks, especially if the grammatical structure does not indicate a question, but the intonation does, as in the second utterance here:



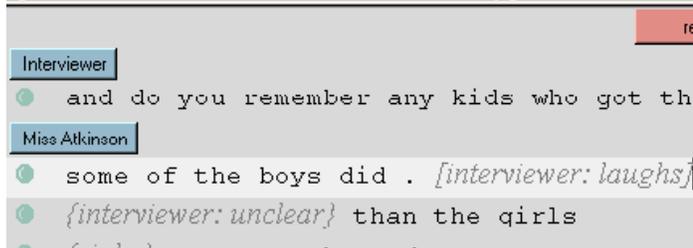
- Correctly use apostrophes as they would be used in standard writing: can't, it's John's.
- Do not use apostrophes to drop a letter from standard orthography (jumpin'). Write out words in full.

## SPELLING

- Use conventional spelling, and if you are unsure of how to spell something, look it up in a dictionary, or on a map.
- Careless typos cause difficulties for our parsers.
- Use the conventionalised spellings of these frequent colloquialisms where necessary:
  - gonna, cos, gotta, dunno, wanna, sorta, kinda
- For fillers, choose the closest match from this list:
  - yip, yeah, mmm, mmm hmm, um, uh huh, er, okay, ahh, oh, ooh, ha, huh, nah, oops, hmm, eh
- Always write out numbers in full, without using any hyphens eg “nineteen ninety seven”, “six thirty” and “one thousand and ninety seven”
- When abbreviations are used, use capital letters with spaces in between each letter if each letter is said separately, otherwise use capitals with no spaces: “N Z Q A” vs. “WINZ”
- All words should be spelt out in full, like “and” and “suppose”. Final ‘g’s should not be dropped from words like “jumping” – i.e., use conventional spelling. Do NOT substitute apostrophes for letters (jumpin’, an’, ol’).
- The abbreviations ’d and ’ll can be used where appropriate.
- Don’t use any diacritics that are not part of the English alphabet. For example, use “fiancee” not “fiancée” and “Maori” not “Māori.”

## COMMENTS

- To insert comments or information, use the ‘Edit’ menu or `<Ctrl> + e`. There are various types of comments you can make.
- Use ‘comment’ when you wish to say something about the manner in which something was said, or to add information: {speaker is talking like a man}.
- Where you can’t decipher what someone says, insert a ‘noise’ saying [unclear].
- Where there are non-linguistic noises (laughter, coughing, etc), record this by inserting a ‘noise’ from the Edit menu. [laughs] [coughs] [clears throat] etc. If this noise is made by a different person than the current speaker, put that speaker’s name then a colon then the type of noise as shown below.



## ODDITIES

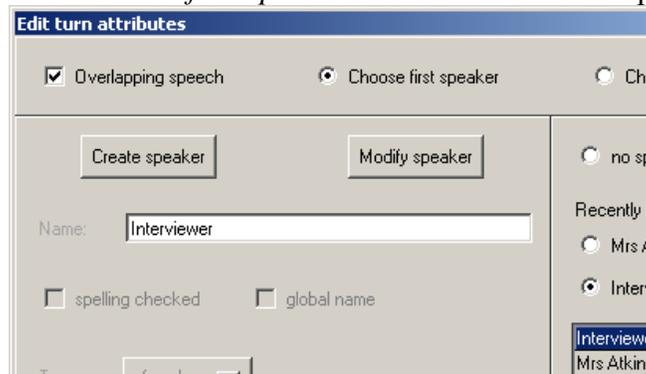
- Don’t tidy up the speech. Leave in the repetitions, fillers and errors.
- When the speaker says an incomplete word, such as “hesi” for “hesitation”, write in the spoken part of the word, with an attached tilde (which always means that the word is unfinished: hesi~), and then tag the word with two events (insert an event and click ‘apply to previous word’). One event should be a ‘pronounce’ event, using the DISC phonology alphabet (at the end of this file) to give a phonological representation of what was said, and the other event should be a lexical event, with the intended word (if known) written orthographically.
- You can also combine hesitations into one phonological entry, by joining each section with tildas: stut~stut~stut~stutter [lex=stutter][pron=stVtstVtstVtstVt@].
- For very small hesitations, it is sufficient to just put the onset of the word followed by a tilde: a~, f~, fr~ . These don’t need pronounce events. You can insert lexical events if you know the word.
- If someone says a word weirdly, such as pholonology for phonology: pholonology [lex=phonology] [pron=f@lQnQIQ\_i] - this would result in the pronunciation for this token only being set to 'folonolodzi'

## OVERLAPPING SPEECH

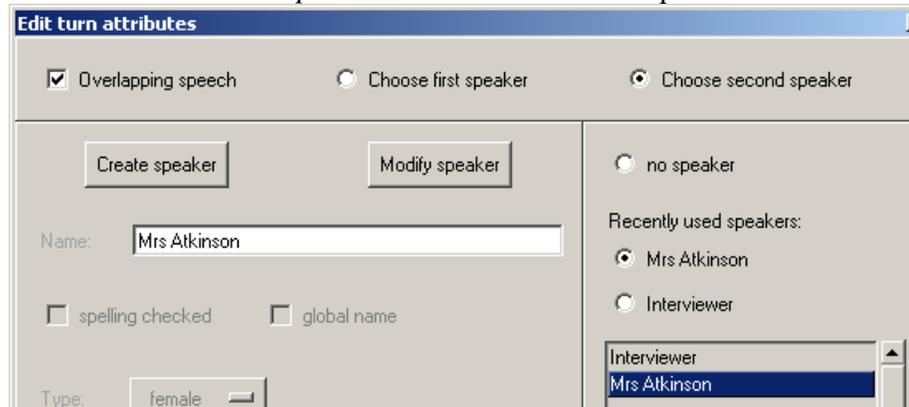
- For overlapping or simultaneous speech:
  1. create a new *breakpoint* where the simultaneous speech starts
  2. Press <Ctrl> + T to *Edit turn attributes*
  3. Click the *Overlapping speech* checkbox:



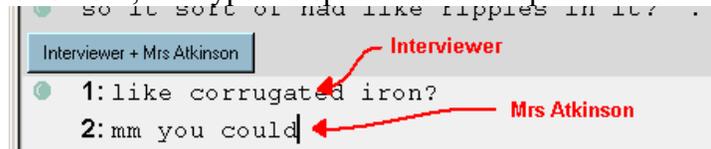
4. Click *Choose first speaker* and select one of the speakers:



5. Click *Choose second speaker* and select the other speaker:



6. Click OK, and type the speech for each speaker:



Don't use overlapping speech for one or two word interjections. Instead, insert the interjection into the line in angle brackets (see the start of the Guidelines section for an example).

It is better to include more in the overlapping speech segment than is actually simultaneous rather than cut any words (especially those of the interviewee).

## Time-aligning an existing transcript

After pasting the existing text into the *Transcriber* window:

2. Position the cursor at the end of the first utterance in the transcript, disregarding any preamble that does not appear in the recording.
3. Press the green play button, or hold down the playpedal. The recording will begin to play. When the recording reaches the end of the first utterance, press <Enter> to create a new *breakpoint*.
4. Continue to insert *breakpoints* until the speaker changes. At this point you should start a new *turn*:
  - i. create a *breakpoint* at the start of their speech
  - ii. press <Ctrl> + *T* to start a new *turn* – the *Edit turn attributes* dialog will appear
  - iii. select the new speaker and hit <Enter> or click OK
  - iv. a new turn will have been created:



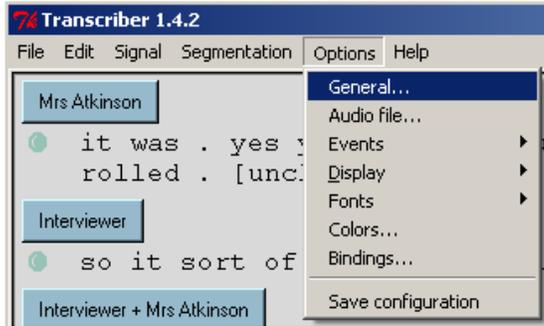
... and you can continue inserting breakpoints.

5. When you have reached the end of the recording remove the carriage returns and A: or B: that accompany each change in speaker throughout the time-aligned transcript.
6. In the last segment there will be a large amount of text from the transcription of the part of the recording which is stored in the subsequent .wav files. Cut all this text.
7. Shut down *Transcriber*, then open it up again. This time select the second .wav file for the interview.
8. Paste the leftover text beside the first green bullet point in the text area. You can now time-align this file as before.

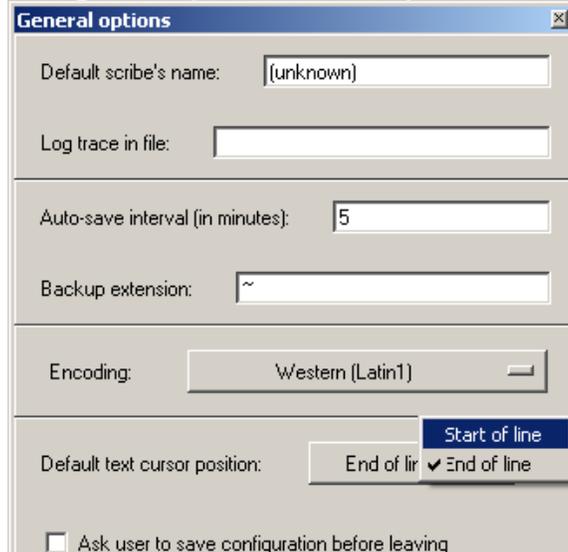
9. Repeat this process for however many .wav files the recording contains.

## Tips

- When aligning an existing transcript, you can stop the cursor skipping to the end of the transcript by changing the following setting:
  - i. Go to the *Options* menu and select *General*:



- ii. Change the *Default text cursor position* setting to *start of line*:



- iii. Click OK

- You can play just the current *segment* by pressing  $\langle \text{Shift} \rangle + \langle \text{Tab} \rangle$
- You can play the speech immediately around the signal cursor by pressing  $\langle \text{Alt} \rangle + \langle \text{Space} \rangle$
- To remove a *breakpoint*, move the cursor to the beginning of the *segment* and press  $\langle \text{Ctrl} \rangle + \langle \text{Backspace} \rangle$

IPA	Dutch	English	German	SAM-PA	CELEX	CPA	DISC
p	put	pat	<b>P</b> akt	p	P	P	P
b	bad	bad	<b>B</b> ad	b	b	b	b
t	tak	tack	<b>T</b> ag	t	t	t	t
d	dak	dad	<b>D</b> ann	d	d	d	d
k	kat	cad	<b>K</b> alt	k	k	k	k
g	goal	game	<b>G</b> ast	g	g	g	g
ŋ	lang	bang	<b>K</b> lang	N	N	N	N
m	mat	mad	<b>M</b> aß	m	m	m	m
n	nat	nat	<b>N</b> aht	n	n	n	n
l	lat	lad	<b>L</b> ast	l	l	l	l
r, R	rat, later	rat	<b>R</b> atte	r	r	r	r
f	fiets	fat	<b>F</b> alsch	f	f	f	f
v	vat	vat	<b>W</b> elt	v	v	v	v
θ		thin		T	T	T	T
ð		then		D	D	D	D
s	sap	sap	<b>G</b> as	s	s	s	s
z	zat	zap	<b>S</b> uppe	z	z	z	z
ʃ	sjaal	sheep	<b>S</b> chiff	S	S	S	S
ʒ	ravage	measure	<b>G</b> enie	Z	Z	Z	Z
j	jas	yank	<b>J</b> acke	j	j	j	j
x, ç	licht, gaat	loch	<b>B</b> ach, <b>i</b> ch	x	x	x	x
ɣ	regen			G	G	G	G
h	had	had	<b>H</b> and	h	h	h	h
w		why	<b>w</b> aterproof	w	w	w	w
ʋ	wat			w	w	w	w
pf			<b>P</b> ferd	pf	pf	pf	+
ts			<b>Z</b> ahl	ts	ts	C/	=
tʃ		cheap	<b>M</b> atsch	tS	tS	T/	J
dʒ	jazz	jeep	<b>G</b> in	dZ	dZ	J/	-
ŋ		bacon		N,	N,	N,	C
m		idealism		m,	m,	m,	F
n		burden		n,	n,	n,	H
l		dangle		l,	l,	l,	P
*		father ( <i>linking 'r'</i> )		r*	r*	r*	R

DISC COMPUTER PHONETIC CODES  
CONSONANTS, AFFRICATES AND SYLLABIC CONSONANTS

IPA	Dutch	English	German	SAM-PA	CELEX	CPA	DISC
i:	liep	bean	Lied	i:	i:	i:	i
i:	analyse			i::	i::	i::	!
a:		barn	Advantage	A:	A:	A:	#
a:	laat		klar	a:	a:	a:	a
ɔ:		born	Allroundman	0:	0:	0:	\$
u:	boek	boon	Hut	u:	u:	u:	u
ʒ:		burn	Teamwork	3:	3:	@:	3
y:	buut		für	y:	y:	y:	y
y:	centrifuge			y::	y::	y::	(
ɛ:	scene		Käse	E:	E:	E:	)
œ:	freule			/:	U:	Q:	*
ɒ:	zone			Q:	0:	o:	<
e:	leeg		Mehl	e:	e:	e:	e
ø:	deuk		Möbel	:	&:	q:	
o:	boom		Boot	o:	o:	o:	o
eI		bay	Native	eI	eI	e/	1
aI		buy	Shylock	aI	aI	a/	2
ɔI		boy	Playboy	0I	0I	o/	4
əU		no		@U	@U	0/	5
aU		brow	Allroundsportler	aU	aU	A/	6
I@		peer		I@	I@	I/	7
E@		pair		E@	E@	E/	8
U@		poor		U@	U@	U/	9
ɛi	wijs			ɛI	ɛI	y/	K
œy	huis			/I	UI	q/	L
du	koud			Au	AU	A/	M
ai			weit	ai	ai	a/	W
au			Haut	au	au	A/	B
ɔy			freut	0y	0y	o/	X

DISC COMPUTER PHONETIC CODES  
LONG VOWELS AND DIPHTHONGS

IPA	Dutch	English	German	SAM-PA	CELEX	CPA	DISC
ɪ	lip	pit	Mitte	I	I	I	I
ʏ			Pfütze	Y	Y	Y	Y
ɛ	leg	pet	Bett	E	E	E	E
œ			Götter	/	Q	Q	/
æ		pat	Ragtime	{	&	~/	{
a			hat	a	a	a	&
ɑ	lat		Kalevala	A	A	A	A
ɒ		pot		Q	O	O	Q
ʌ		putt	Plum pudding	V	V	˘	V
ɔ	bom		Glocke	O	O	O	O
ʊ		put	Pult	U	U	U	U
ʉ	put			}	U	Y/	}
ə	gelijk	another	Beginn	@	@	@	@
œ̃			Parfum	/˘:	Q˘:	Q˘:	˘
æ̃		timbre	impromptu	{˘	&˘	~/˘	c
ɑ̃		détente	Détente	A˘:	A˘:	A˘:	q
æ̃		lingerie	Bassin	{˘:	&˘:	~/˘:	o
ɔ̃		bouillon	Affront	O˘:	O˘:	O˘:	˘

DISC COMPUTER PHONETIC CODES  
SHORT VOWELS AND NASALIZED VOWELS

Disc phonology from The English Linguistic Guide:  
[http://www.ru.nl/celex/subsecs/celex\\_eug.pdf](http://www.ru.nl/celex/subsecs/celex_eug.pdf)