

New Forest Remembers WWII Project

Oral History Team: Transcription Checkers

Thank you for being involved in this part of the Oral History Team.

You will be provided with the OH interview recording/s and their respective transcription via a personal Dropbox folder. The task in hand here is to review the transcription passed on to you for accuracy, content and details.

This is what the transcriptionist has been asked to do:

Transcription with time code:

All interviewer questions in *italics*; all contributors' answers in regular type

Leave a double space between questions and answers

[HH-MM-SS]

Insert time markers in **[bold]** approximately every five minutes (use the players counter to note the **lapsed** played time). If you could also add a time code at the start of any **blue text**.

This is a **word-for-word** transcription – not a paraphrase please.

Don't worry about 'ums' and 'ers', but if there is laughter etc please indicate in brackets, e.g. (laughs).

If not sure use **Red ink** = inaudible/tricky name/ambiguities/anything you're not sure about.

Use **Blue ink** = passages which might be slanderous, e.g. anybody referred to in derogatory way

Key Words:

At the end of each track please enter some key words relating to that track. Key words can include: locations, dates, names, roles, regiments, subject topics etc. thanks.

Contributors Bio':

If you feel able to can you draft a short biography for the contributor based on the OH interview you have just transcribed. It doesn't need to be long a couple of sentences or even a short paragraph is ok.

This is what you are being asked to do:

Listen to the interview recordings whilst following the transcription.

One way to think about the transcription is as a script for an actor sometime in the future. We want the actor to be able to play the part of our contributor, talking just like they did.

Mistakes:

If you find a mistake or incomplete section please correct/add it. Remember this is a **word-for-word** transcription – not paraphrased or made in to good written English. Don't worry about 'ums' and 'ers', but if there is laughter etc. please indicate in brackets, e.g. (laughs).

RED Font:

If you can make out what is said please correct and then remove the **red colour** to the font.

If you feel able to please spend a short amount of time online researching to see if you can work out what was said or the correct spelling. The transcriber being unsure about the correct spelling is a common reason for making the text red.

If after all your efforts you are not confident about what was said, spelling etc. **do not remove the red colour** to the font.

BLUE Font:

This is trickier. If the font is blue this is because the original transcriber considered that passage or section to be, to possibly be, or considered that someone else may feel that that bit of oral history interview is/was a slanderous, sexist, racist or other pejorative comment and so some action needs to be taken before that section of oral history is made public.

The copyright to all record material is held by the New Forest National Park Authority so it is our responsibility to govern what and how we use this material subject to the Assignment of Copyright Agreement and any restriction made by the contributor (the author of the work).

If after listening to a **blue section** you fully or even slightly agree with this please leave the font **blue**. If however you feel this is not the case please change the font to **Green**.

Personal and or private information:

Please change the font to **Green** for sections of oral history if it contains personal and/or private information e.g. the contributor's current home address or the address or personal information about another living person. **If in doubt make it green.**

Adding time codes:

[00:00:00] (hours, minutes, seconds)

If it has not already been done please add a time code marker for any **blue** and **green** coloured fonts, this helps us to find that section of the recording. If remaining **red** font is some way from a time marker please add an additional one here as well.

Contributors mini biography:

Transcribers are asked to 'draft a short bio' based on the interview. Do take a look at this and if you think something needs adding please feel free, but it is meant to be brief.

Finished:

When done to your satisfaction please save it (where it was) and add CHECKED at the end of the file name e.g. ... - OH Transcription CHECKED. Send me an email to let me know you're done, any additional comment for me and of course if you are happy to have another one for checking.

Thank you so much for helping with this final stage in the transcription process. Your contribution has been to make sure our transcriptions are as accurate and correct as we can make them.

This transcript document with a copy of the interview recordings is now ready to be archived. The editing phase can also begin to make it all suitable for free public access and hosing on the Interactive Portal, our online archive. A copy of the interview and transcription will also be passed on to the contributor and/or their family.

Thank you

Gareth

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