

## New Forest Remembers WWII Project

### Oral History Team: Transcription Document

Contributor's name		Name code	
Interviewer's name		Code number	
Audio Typist name		Transcription Date	
Transcription file name	Name-code - Contributor's name		- OH Transcription.doc
Interviewee's address and postcode:		Interviewee's phone number:	
Interviewee's email		Location of the interview? <b>Y/N</b>	
Interviewee's alt' contact details:		Number of recordings	

File name	Insert Name code	Insert Code number	Insert Track number.WAV	Interview date:
<p>Thank you for being involved in this part of the Oral History Team.</p> <p>Please enter, in the top section above, the details found on the Interview Report for each contributor and your details.</p> <p>If it has taken you a couple of days (in total) to finish the transcription please add the dates. E.g. One day worth of work, date = 01-01-2013 Two days' worth of work (in total), date = 01 to 02-01-2013 Three days' worth of work (in total), date = 01 to 03-01-2013 And so on...</p> <p>For the document file name please use the following format from above = <b>Name-code</b> - <b>Contributor's name</b> - OHTranscription.doc e.g. J-S – John Smith – OH Transcription.doc</p> <p>For each track copy this box (or the empty one below) and enter the text within. You can delete this box when you are finished.</p> <p>In each box please enter, box header section above, the track details = <b>Name code &amp; Code number and the track number</b> e.g. J-S &amp; 001 and 0001M0 (For info, this means, J-S=John Smith, 001=interviewed my Bob (ID number 001), 0001= it's the first interview track, M= Master recording, 0=Unedited)</p>				

O:\Archaeology\Wartime\Second World War\Enhanced DBA\APP 20 TEMPLATE - Name Code - Name - OH Transcription.doc

**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

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. One may not know all of these from the recording but just enter what you can, thanks.

**Key Words:**

Please add some Key words relating to each track at the bottom of each text box.

**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.

Thank you once again for being part of the OH Team your contribution is vital to the success of this element of the project.

Thank you.

File name	Name code	Code number	Track number.WAV	Interview date:
-----------	-----------	-------------	------------------	-----------------

