

## TRANSCRIPT

**DATE -**  
**EVENT -**  
**TIME -**

**JOHN SMITH:** This is the standard template used for interviews. The names of the parties will be in bold font. If the speakers are unidentified, they will be identified as **SPEAKER 1:** and

**SPEAKER 2:**

**SALLY JONES:** The transcript will be lightly edited, meaning that any unnecessary interjections that are not necessary to the integrity of the transcript, such as “okay” or “mmm”, will be removed.

False starts will also be omitted. If there is an interruption the speaker will finish before adding the interruption. If the interruption is necessary, for example the sentence remains unfinished, a dash will be used to record the interruption.

The interviewee is not bolded. Inaudible words will be indicated using (indistinct). If you would like an index of indistinct words with timestamps, please let us know.

The document will be single line spacing and Arial 12 font, with a paragraph return between each speaker. Lengthy speech will be paragraphed.

Pauses or breaks in audio will be recorded as

**(RECORDING PAUSED)**

**(RECORDING RESUMED)**

Completed transcripts are uploaded to a share file and you will receive a link to download and save your transcript. All documents and audio are destroyed within 28 days as per our security protocol.

**RECORDING ENDS**