

ITA Transcripts

Transcription Conventions

Not all transcripts focus on the same issues, and so it isn't reasonable to think that they will all look alike. Nevertheless, those on the website should be readily interpretable by someone browsing the collection, who shouldn't need to learn a new set of conventions for each transcript. For these reasons, we have loosely adopted a set of conventions to follow. For example, we suggest using CAPS to represent loud speech, but in any particular transcript the researcher might or might not indicate that feature. If she did, however, she would use CAPS and not *italics* or some other convention to represent it. Transcribers should indicate their transcription system at the beginning of the transcript, so that readers can readily interpret any symbols differing from the following set.

Some Transcription Conventions

(adapted from various sources)

.	Pause of less than a second
(1)	Pause or gap in seconds
?	Rising intonation contour
/Slash Marks/	Overlapping speech
= =	Latched turns, with no gap and no overlap
<T: yeah>	Backchanneling and interjections
[2 syll]	Uncertain passage of transcription, with number of syllables indicated where possible, or the inferred gloss
[<i>description</i>]	Non-verbal behavior & other editorial comments
<i>italics</i>	Reading aloud
hhh	Audible breath, in or out
CAPS	Relatively loud speech
:	Lengthened sound
8 min episode	Elapsed time from the beginning of the transcript or episode
...	A portion of the transcript is omitted

1	Line number
Bold	Editorial emphasis, such as for teaching purposes
T:	Teaching assistant
S1:	Student one
S2:	Student two
S?:	Unidentified student
Ss:	More than 1 student speaking simultaneously