**Transcription proforma**

**Please complete this form**

|  |  |
| --- | --- |
| **Transcriber Name:** |  |
| **Interviewee Number / recording filename:** |  |
| **Allocator:** |  |
| **Agreed deadline** |  |

**Information for the transcriber**

|  |  |  |
| --- | --- | --- |
| **Template to be used (1, 2, 3 or 4)** (Please choose from those available or provide an example) |  |  |
| **Additional information, eg technical or medical terms specific to the project is provided** |  | **Yes/No** |
| **A participant information sheet is provided** |  | **Yes/No** |
| **Verbatim transcription required** (eg do not shorten words, include all “err”, “like”, “you know” etc)  **Or, ‘intelligent verbatim’** (exclude err/um/erm) |  | **Yes/No** |
| **Include all names of people** |  | **Yes/No** |
| If “NO”, use Name1, Name2 etc within square brackets [ ] and with timestamp |  | **Yes/No** |
| **Include all names of places or organisations** |  | **Yes/No** |
| If “NO”, use Place1, Place2, Hosp1, Hosp2, Org1, Org2 etc within square brackets [ ] with timestamp |  | **Yes/No** |
| **Include any introduction** eg “Do you agree to being recorded” etc |  | **Yes/No** |
| If “NO”, include a note that the participant agreed to the conditions stated on the consent sheet, eg ‘introduction and consent to take part checked’ |  | **Yes/No** |
| **Include conversation with someone else interrupting the interview**  eg with a family member entering the room etc |  | **Yes/No** |
| If “NO”, include a note about the conversation, eg “short exchange with child asking them to leave the room” |  | **Yes/No** |
| **Include any post-interview conversation** eg “I’ll just get you to sign these forms” etc |  | **Yes/No** |
| If “NO”, include a note about the conversation, eg “general conversation about paperwork” |  | **Yes/No** |

**Additional requests:** please provide any additional guidance here.