

## TRANSCRIBING IDEA SAMPLES INSTRUCTIONS

1. Get instructions from Paul Meier ([pmeier@ku.edu](mailto:pmeier@ku.edu)) as to which sample(s) to transcribe. (An untranscribed sample may have already been assigned to another transcriptionist and be pending.)
2. Download those sample(s) he assigns you to your own computer from <http://web.ku.edu/idea/index.htm>.
3. Using an mp3 player<sup>1</sup> with a "loop play" function, highlight one phrase at a time of the *unscripted* part of the recording (we don't need you to transcribe the *reading* of *Comma Gets a Cure*, or *The Rainbow Passage*), loop-play (play repeatedly) that highlighted phrase it until you have accurately transcribed it, then move on until you have transcribed the unscripted speech in its entirety, verbatim, complete with "ums" and "ahhs", and repetitions.
4. Create your transcription as a Word document, strictly following these formatting specs:
  - ordinary English alphabet
  - lower case, capitalizing beginnings of sentences
  - Times New Roman, 12-point font
  - single-spaced
  - black type
  - aligned left
  - typed as a single paragraph
  - make no attempt to indicate pronunciation

Save it on your own computer giving it the name of the sample you have transcribed + your own last name, e.g. "france2SMITH," or "australia 27JONES".

5. **Begin** your document with the following title:  
"FRANCE 2 [e.g.] TRANSCRIPTION OF UNSCRIPTED SPEECH" (in caps please)
6. **Conclude** your document with the following:  
"UNSCRIPTED SPEECH TRANSCRIBED BY (YOUR NAME) (DATE in following format, for example, 20 JANUARY, 2008)" omitting parentheses.
7. Spell-check your transcription for adherence to U.S. English spelling (e.g. *color*, rather than *colour*).
8. Research place names and other idioms the subject speaks to make sure you have them spelled correctly. For place names, we suggest you use the Yahoo site we have linked to for each country, e.g. <http://dir.yahoo.com/Regional/Countries/Egypt> and then "Places in Egypt."

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<sup>1</sup> Audacity is a good, free program with a loop-play function (after high-lighting the phrase you wish to play, press "shift" to change "play" to "loop play". You can then play that phrase over and over until you need to move on. To download Audacity, go to <http://audacity.sourceforge.net/download>. (Please note that if you wish to *create* mp3 files as well as *play* them, you will need a second piece of free software called LAME. <http://audacity.sourceforge.net/help/faq?s=install&item=lame-mp3> is the place to go for download instructions.)

9. For words that are unclear, make your best guess and then add (unclear); for words whose spelling you are unable to verify, add (spelling?) after making your best guess.
10. If you are working under the supervision of another person, give it to him or her to be checked and forwarded to IDEA. If not, attach your transcription to an email to [pmeier@ku.edu](mailto:pmeier@ku.edu) with "IDEA transcription" as the subject of your email.

MANY THANKS FOR CONTRIBUTING TO IDEA  
COMMITTED TO PROVIDING FREE ONLINE DIALECT RESOURCES