Quilters' S.O.S. - Save Our Stories
Guide for Transcribers

Transcribing a Q.S.O.S. interview isn't hard, but there are just a few things to remember that will make it easier for us to archive and share your interview. If you have any questions about these guidelines, just email qsos@quiltalliance.org

Formatting the interview:
• You can use single-spacing for the interview, but double-space between each person's turn speaking.
• No need to use:
 -Bold formatting
 -Page numbers
 -Indention

Transcription Header (to be included in the upper left corner):

Template:
Quilt Alliance Quilters' S.O.S-Save Our Stories
Project ID Number
Interviewee Name, Interviewee
Interviewer Name, Interviewer
Your Name, Transcriber
City, State
Interview date
Time the interview started

Example:
Quilt Alliance Quilters' S.O.S-Save Our Stories
NC20401-001
Jane Quilter, Interviewee
Emma Parker, Interviewer
Emma Parker, Transcriber
Asheville, NC
July 4, 2013
4:30 PM

Transcribing the interview:
• The first time each speaker makes a statement, use their full name followed by their initials in parentheses. For subsequent passages, you can just use their initials:

> Emma Parker (EP): How long have you been quilting?
> Jane Quilter (JQ): About 6 years.
> EP: Was your mother a quilter?
> JQ: She wasn't, but my grandmother was.

• If a speaker trails off or is interrupted, use two hyphens to show the break

> EP: Was that when you were--
> JQ: Yes, I was living in Texas at the time. I was doing a lot of applique but--

• Don't include "uh", "um", "you know" or "okay", but do your best to transcribe exactly what's on the tape. Even if a sentence doesn't make sense or doesn't finish, transcribe what you hear, not what you think the interviewee meant to say.

• Use brackets [ ] for any sounds or information added later. Everything inside brackets (except for names) is in lower case, underlined and has a period at the end. This includes:

-laughter
-two people talking at once
-breaks in the recording
-inaudible passages

any information added later:
-Full names
-the state a town is in
-spelling acronyms (MQG[Modern Quilt Guild])