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Hoosier Connections in Henry County



Client:

Client Number:

Oral History Transcription Project

ORAL HISTORY TRANSCRIPTION OVERVIEW

SERVICES AND FEES

Oral history transcription services includes:

Review of information provided by client
Transcription of digital audio recording
Editing as directed by client
Copies of documents as requested

Hourly Fees:

\$30.00 per hour for services as described above.
A two-hour deposit required to begin work.

Other reimbursable expenses:

Postage, photocopies/ink, and other incidental expenses.

Audio Format

Digital format only, using MP3 and WAV file formats.
Kaye uses Inqscribe Transcription Software.

Client Name: _____

Client Number: _____

TRANSCRIBING/EDITING GUIDELINES

Reference for editing: The Chicago Manual of Style (Chicago: University of Chicago Press, 1982, 18th Edition)

Margins: 1.25 inches top, bottom, left, and right

Spacing: Double spacing on original transcript for proofing; single spacing on final transcript

Page Numbering: Bottom center

Typeface: Times New Roman, 12 point

Undecipherable words: Appear as [unclear] in text

Reassuring remarks or monosyllables by interviewer: Removed in document, e.g., “yes” and “I see.”

False starts: Removed from text

Narrator stumbles: Removed from text

Extraneous remarks: Removed from text

Paragraphing: Used to break up long passages, indicated by a double space or section break

Simultaneous speech: If one speaker interrupts the other and the first speaker finishes his thought, complete that sentence first in the transcript.

Ellipsis points: Used in fragmented speech, when a statement is unfinished

EM Dashes: Used to offset parenthetical expressions or interruption of one speaker by another, no space used before or after the dash

Interruptions: Indicated only if the transcript is affected by it, indicated by brackets

Habitual qualifiers: Eliminate most (“I think,” “I guess”), will use judgment call

Habitual connectives: Eliminate most (“and,” “so,” “but,” “well”) but not all

Crutch words: If the speaker has a habit of using these (“yeah,” “like,” “you know”), will be eliminated but not all

Numbers: Numbers one through ninety-nine will be spelled out in the transcript

Brackets: Used to complete names or provide information that isn’t provided but needed for clarity, [Pause] for lengthy pauses, [Laughter]; used sparingly

Footnotes: Used for information not brief enough for brackets; placed at the bottom of the page

Underlining and exclamation points: Only used for very emphatic words or sentences

Slurred words: Use proper spelling of slurred words (“yes” for yeah), contractions used as spoken

Client Name: _____

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Acronyms: When used the first time, will spell out acronym in brackets

Proper names: Will put in brackets at first mention, e.g., “[Representative Tom] Saunders and his wife were at the party.”

Book titles: Underscore the words in the title, not the spaces

Concluding the interview: End with interviewer’s final comments and thanks

Biography: If possible, a biography of the narrator should be included before the text of the transcript

-Transcribing, Editing, and Processing Guidelines; Minnesota Historical Society, Oral History Office, 2001

CONTRACT FOR TRANSCRIPTION SERVICES

Client Name: _____ Date: _____

(printed)

I would like to contract _____ hours of oral history transcription at a rate of \$30.00 per hour as follows:

SPECIFIC GOAL OF TRANSCRIPTION:

I agree that transcription/editing will be conducted under the following conditions (choose one):

____ The above-mentioned guidelines

____ Strictly verbatim transcription

COMMENTS: _____

Signature **Date**

_____ I permit Kaye Ford, AG® to use my name as a reference.

Signature **Date**