

Preparing Transcripts for Data Analysis & Depositing in a Repository MCQs

1. Should transcripts be anonymous? Select **one**.
 - a. Yes – all identifying information should be removed.
 - b. No – it's OK to identify the participant on a transcript.

2. What edits should be made to a transcription? Select **all** that apply.
 - a. Remove repetitions and pauses
 - b. Correct spelling
 - c. Correct grammar
 - d. Correct language errors made by translators
 - e. Replace identifying information with [removed to protect the identity of participants]

3. How should transcriptions be presented? Select **all** that apply.
 - a. Words spoken by the interviewer/facilitator should be preceded with 'I'
 - b. Words spoken by a participant should be preceded with 'P'
 - c. If there are multiple participants, each should be distinguished by 'P' and then a number (1, 2, 3 etc.)
 - d. There should be a space between each contribution to the conversation
 - e. Identifying information should be removed and replaced with '[removed to protect the identity of participants]'

4. Should transcriptions follow the same format across the project? Select **one**.
 - a. Yes
 - b. No
 - c. It depends

5. What type of transcription are we using? Select **one**.
 - a. Verbatim transcription – an exact transcription of the conversation, including stutters, pauses etc.
 - b. Denaturalized transcription – edited to remove fillers and sounds of spoken language. More like written language, which still retains the content of what was discussed.

For the answer key, please email nihrcmw@abdn.ac.uk

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