

TRANSCRIPT

Event: Name of event (optional)
Participants: Full names/positions of speakers (optional)
Date: Date of event (mm/dd/yyyy) (optional)
File name: Name of audio/video file or link

SPEAKER FULL NAME: This is our standard template. Transcripts are typed in single-spaced Times New Roman, 12-point font. Line numbering and time stamps can be added free of charge. The watermark does not appear on actual transcripts.

SPEAKER FULL NAME: Margins are one inch. All audible words are typed, except for stuttering and inconsequential words and phrases (e.g., “um,” “uh,” “you know”). Inaudible sections appear as (inaudible). If a spelling cannot be confirmed, it will be spelled phonetically and followed by (ph) after each instance.

SPEAKER FULL NAME: We will type an unlimited number of voices and up to four speaker IDs (name, role, gender, speaker number) which can apply to individuals or groups. For example, if Jane Smith was interviewed by four reporters, you could have between two speaker IDs (“Jane Smith” and “Question”) and five (if everyone is identified by name). You decide the number of speaker IDs, but fewer speaker IDs generally make for faster turnaround. If we cannot determine the identity of a speaker, “Participant” will be used as a generic identification.

Page numbering and optional event date begin on page two.

Transcripts are concluded with five hashtags. Page two is included for demonstration purposes.

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