

PCRA'S SUGGESTIONS FOR TRANSCRIPTION GUIDELINES

1. Reporters responsible for content only; headings can be added by NPS staff
 2. Reporters responsible for changing to Arial type, 12 point
 3. Reporters responsible for 1 inch margin on left, right, top and bottom
 4. Reporters will:
 - a. Tab 5 spaces in from LM for Q & A
 - b. Change Q to interviewer's initials
 - c. Change A interviewee's initials
 - d. Include false starts & repeat words
 - e. Not include um, uh, etc.
 - f. Use standard English (no gonna for going to, hafta for have to, etc.)
 - g. Use F_____ for the "F word"
 - h. Capitalize geography regions (Northeast, Western Pennsylvania, etc.)
 - i. Italicize and indent 5 spaces the entirety of any quoted material, such as a letter, poem read
 - j. Not use ellipsis
 - k. Use unintelligible (highlighted in yellow) when word(s) cannot be understood
 - l. Do some online research when necessary, but will spell phonetically when unsuccessful
 - m. Italicize names of films, magazines, newspapers
 - n. Use quotation marks for poems and songs
 - o. Underline titles of books
 - p. Use the following notations where appropriate, in all caps and bolded:
 - i. **END OF TAPE 1, SIDE A**
 - ii. **START OF TAPE 1, SIDE B**
 - iii. **END OF TAPE 1, SIDE B**
 - iv. **START OF TAPE 2, SIDE A**
 - v. **END OF INTERVIEW**
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