***Pilot 1: Inhabitant Inclusive Support: Guidelines for Transcribing Interviews[[1]](#footnote-1)***

This support is a part of the “Guidelines for Interview support” and it intends to help you with transcribing the interviews. . In the project on Mt. Elgon you will need to interview all family members of your project. During these interviews you will make either **an audio or video recording** of each and **every** interview session. You will collect many opinions, observations and problems while spending time with the family; you don’t want to miss any details of the problems addressed during interviews. Going through the recordings and writing down in detail what is being said during the interview is what we call transcribing. Transcripts will enable you to generate in-depth results, which will be used as input for: the design brief, design, decision-making and many more.

The outcomes will not only help you to make decisions based on the gathered information, but more importantly make your transcript fully useable for research and future publications (for both yourself as others). This information is vital to the long-term effectiveness of your design and project proposal for the local family you will be helping.

In the attachment an “expert interview” is send to practice the transcription of an interview. Be aware this is a real-life expert interview, taken by Michiel Smits, the results of the transcriptions will be used for publication. Therefore, take time and care in transcribing the interview. When the draft transcription is finished please contact one of the English teachers to help you check your writing. Be aware that the changes made will affect the outcomes of the transcription and should always remain in line what is being said in the interview!

Not all the points below will need to be used in this expert interview, they are to be used in the interviews you will take in the field in Kenya. Therefore, if you find a point which is not mentioned in the guide and seems inapplicable; please skip this point.

***NOTE:*** *Begin work on the transcript early. It is an essential and time-consuming task, which must be completed before you can begin working on the project. Waiting too long will make you forget about small details that are not recorded in the video or audio recording.*

1. Transcripts will be word-processed (Microsoft Word or comparable) on A4 size.
2. Use a standard font Times in 12-point size (see sample transcript: page 5).
3. Use as standard language English UK
4. Leave margins of at least one inch on all four sides of the page.
5. Transcripts should be double-spaced (see sample transcript: page 5).
6. All pages will contain the following information at the head of the page in 10 point type:
   * Interviewer’s name on the left
   * Interviewees name in the centre followed by the word, “Interview”
   * Page number on extreme right followed by a slash and the total number of

pages e.g.,

Michiel Smits Robert van Kats Interview 1/35

1. The date of each recording session should appear as a title (flush left) for each section of the interview. Sometimes inhabitants will not be available to perform the whole interview at once. If the interview takes more than one session (day), start a fresh page for each new date and supply the new date as a title at the beginning of the transcript on that page. Regardless of the number of days it will take to do the interview, make only one complete transcript per person.
2. The speakers should be identified. Below the date it should read “Persons present and provide a list. Persons other that yourself and the narrator should be identified in parentheses following their name (e.g., spouse, son, family friend, etc.). Indicate what abbreviations will be used to identify the various speakers on the transcript. Use your last name for yourself and the narrator’s last name to identify the speaker. Use initials for any others speakers present, e.g., “MD” for Marion Doe (narrator’s spouse).
3. Indicate any non-verbal responses in parentheses such as (narrator weeping), (laughter), (narrator very agitated) and so forth, however, do not reproduce irrelevant sound such as “Ahhh, let me see…” Do not, however, correct the narrator’s grammar or syntax. Faithfully transcribe slang expressions, exclamations (“Gosh!”) and fragmentary sentences.
4. Do not use quotation marks unless the speaker is quoting someone else or reading from a document.
5. Explanatory remarks you add for clarity should be in [square brackets], e.g., “That was before the NHS [National Health Service] came in…”
6. Be sure to proof read your transcript from the tapes once it is completed to ensure accuracy.
7. If at all possible, give the narrator an opportunity to review the transcript and make corrections.
8. Create a title page for the transcript using the sample format provided. This page must contain the following information:
   * Your full name
   * The Interviewee or Narrator’s full name.
   * The date(s) of the interview (day/month/year)
   * The place(s) where they were conducted

e.g., PLACE: narrator’s home, (full address, including telephone number)

* + The name of your college and professor as well as the date you completed the project

1. Write a brief (1 to 2 page) introduction to the transcript as follows:
   * In one paragraph, tell us who this person is. Name (as a heading), date and place of birth, occupations(s), family (married with two sons—include spouse’s name even if deceased), education (e.g., graduated from Grade 12 in 1946)
   * Include as many dates as you can
   * In another paragraph tell us their connection(s) to the project
   * In another paragraph explain why you felt this person was worth interviewing
   * Provide a list of the topics of interest touched on by the narrator, for example,
     + Field experience in Africa
     + Attitude: modest, extravert.
     + Design methods
     + Building methods, materials, etc.
     + Noteworthy events such as projects, experiences, etc.
   * Conclude with listing any references made by the narrator to other valuable historical sources including documents, photography, individuals who should be interviewed and so forth. Please note if you accepted any items from the narrator
2. Following the Introduction page(s), provide a “Glossary” which gives the correct spelling of significant names mentioned in the transcript such as people, places, events and so forth. Where appropriate, note a few details regarding a specific item, for example,
   * Stelco - steel plant where John worked for 40 years
   * Wycliffe – college where John Doe studied theology from 1910-1912

**Be sure to indicate any parts of the interview, which may contain negative comments about other people or organizations. These may require selective closure to prevent the possibility of legal action for libel or defamation.**

Sample transcript pages follow.

(Sample Transcript cover page: you can use this title page)

***Inhabitant self-reliance towards their built environment***

# Interview Transcript

**Interviewer:** Michiel Smits

**Narrator:** John Doe

**Dates:** 12/10/01

13/10/01

20/10/01

**Place:** Delft University of Technology

**Faculty of Architecture**

**Chair: Methods & Analysis**

**Julianalaan 134**

**?????? Delft**

**Room:**

**Institution:** Master’s Bible College

**Prof.:** Prof. dr. ir. T. Avermaete

**Date completed:** 30 Oct. 01

(Sample Transcript page)

James Craig John Doe Interview 1/27

12 October 2001

Persons present: James Craig - I

John Doe - S

Marion Doe (spouse) - MD

Craig: John, tell me a little about your personal background, who your parents were, where you were born and raised and so forth.

Doe: My parents both came from Ireland in the 1920’s. They came to Canada because there was no more farmland back in Ireland. They arrived in Halifax on a stormy day in 1923. From there they took the train to Toronto where my father’s uncle Joe had promised he could find him a job—he, that is, my father was a leather worker, made ladies handbags and such—so that’s where they went.

MD: But when they got to Toronto, they found out that Joe didn’t even have a job himself (laughter).

Doe: That’s right!

Craig: What were your parent’s names? [Normally you would not interrupt a narrative but it is important to have this information up front]

Doe: Oh, of course, John and Mary Doe. My father belonged to the Culnurrah clan in county Cork [place correct spelling of “Culnurrah” in glossary with expalnatory note] They were both Roman Catholics. My father considered joining the IRA [Irish Republican Army] at one time.

1. Original source: https://paoc.org/docs/default-source/paoc-family-docs/Archives/Academic-Resources/5-ohp-transcript-format-guideline.pdf?sfvrsn=2 [↑](#footnote-ref-1)