

Transcription

Qualitative Methods: Interviews

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Digital Recordings / Notes

- Name files consistently
- Use a unique identifier / interview number when necessary
- Store files in same location
- Check the audio files to ensure quality
- Scan and store hand-written notes



Transcription

- Type written copy of an interview
- Converting speech into a written or electronic text document
- Allows interview to be analyzed verbatim rather than through the note-taker's perspective
- Direct words from participant reduces bias from recall or interpretation



Transcribing Interviews

- Good transcription is time consuming
- Allow at least 4 to 6 hours of transcription for each hour of discussion
- Best method is to transcribe verbatim rather than summarize
- Used as part of coding analysis and for direct quotations



Include Details

- Transcripts should include all slang, jargon, incomplete or ungrammatical sentences
- Helpful to include lengthy pauses
- Need to determine whether or not to include sighs and utterances such as “um”s and “uh”s
- Differentiate between interviewer and participant using “I” and “P” rather than names



Example Transcript

I:

P:

I:

P:



Other Notation

- Ellipses can indicate pauses: “.....”
- Brackets can be used to include notes or inaudible sections: [laughter] or [response unclear] or [two people talking at once]
- When interviewer is involved in transcription, can add more detailed notes about conversation



Ways of Transcribing Interviews

- Pay for transcription services
- Transcribe interviews yourself by hand
- Transcribe interviews using software or transcription program



Transcription Services

- With funded project, helpful to budget costs for transcription services
- Use people trained in transcription who transcribe regularly
- Will save time and free-up staff time for other tasks
- Costs may vary



Costs for Transcription Services

- OU Printing Services - \$40 per one-hour interview
- VoiceBase - <https://www.voicebase.com/>
 - Machine transcription – possibly free with credits
 - Human – \$1-\$3 per minute



Transcription Software

- Extremely difficult to transcribe a recording playing in real time
- Also difficult to stop, backup, and start a recording manually on a recording device or standard audio program
- Transcription software allows you to slow the recording and stop, backup, and start using keystrokes



Software/Program Options

- Transcribe - <https://transcribe.wreally.com/>
 - Audio player and text editor on same screen
 - Slow down recordings
 - Keystrokes to control recording
 - Free 7-day trial and \$20 annual subscription
- Dragon Naturally Speaking – higher cost, more features (text to speech capability)



Potential Options

- Speech to Text software
 - Google Docs – Voice Typing
 - Youtube
 - Phone speech to text
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- Questionable – if speaker/microphone are good enough, will still have a lot of editing to do



Human Subjects Protection

- Whichever method you choose, need to verify that data are protected
- Participants names and unique IDs stored separately from transcripts if necessary
- Need to verify whether web-based programs store data or leave data stored on your machine



Questions?

