



QUALITATIVE DATA - TRANSCRIPTION

RESEARCH DATA MANAGEMENT TEAM
UK DATA ARCHIVE
UNIVERSITY OF ESSEX

LOOKING AFTER AND MANAGING YOUR RESEARCH DATA
UK DATA ARCHIVE, COLCHESTER, 24-25 APRIL 2013





WHAT IS DATA TRANSCRIPTION?

- translation between forms
- all transcription is:
 - representational
 - selective – can be multiple-perspective for video
 - interpretive
 - theoretical

GENRES OF QUALITATIVE DATA TRANSCRIPTION

A translation between forms

- critical discourse analysis
- conversational analysis
- linguistic anthropology
- psycho-social
- thematic
- and many more...

Continuum from:

- natural - most like speech
to
- denaturalised - most like written language

Diverse notation systems e.g. Jefferson transcription for
conversation analysis



TRANSCRIPTION TEMPLATE

Should:

- possess a unique identifier
- adopt a uniform layout throughout the research project
- make use of speaker tags - turn-taking
- carry line breaks
- be page numbered
- carry a document header giving brief details of the interview: date, place, interviewer name, interviewee details, etc.

Other considerations:

- cover page
- compatibility with import features of Computer Assisted Qualitative Data Analysis Software (CAQDAS)



TRANSCRIPTION ISSUES

- what to transcribe?
 - verbal and non-verbal?
 - turn-taking?
 - 'interruptions'
- who does it – researcher, service?
- implications of technologies – video, multiple camera, screen capture, webcams

TRANSCRIPTION AND DATA SHARING

- added issues to consider when transcribing for data sharing
- in what format will the transcript be accessed?
 - paper
 - digital file
 - web
 - standalone or part of collection
- who will be reading the transcript?
 - need for more/different contextual information ('metadata') for secondary users?
 - exposes the researcher's practices

EXERCISE: TRANSCRIPTION

Read through

- the ageing transcription exercise
- the bulimia project transcriber confidentiality agreement and the transcription guidance note
- the UK Data Archive model transcript.

Discuss and evaluate how good they are.

- What would you have done differently in the ageing transcript?
- What are your thoughts on the bulimia examples?
- Had you considered giving guidance/confidentiality agreements to transcribers?



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