Transcription Conventions

Jeffersonian (Jefferson, 2004) transcription symbols adapted from Bloomer, Griffiths and Merrison (2005: 43-48).

Overlapping turns

(1) [When there is already someone taking a turn, a single left bracket marks the onset of the overlapped turn. The transcripts are formatted so that when overlapped turns occur, the overlapping contribution is arranged on the page directly below the relevant ongoing contribution (the same occurs for gesture, see (27)).

(2)]   The offset of overlapped contributions is shown by a right bracket at the appropriate points in the turns of both participants.

Latched contributions

(3) =   Latching turns are indicated through the use of a "=" symbol to show an utterance that immediately follows the preceding utterance without any gap.

Pauses

(4) (.)   A micro pause of less than 0.2 seconds.

(5) (0.0)   Longer pauses are timed to the nearest tenth of a second and are put within parentheses. (3.1) therefore represents a silence of 3.1 seconds.

Characteristics of delivery

(6) > <   Talk delivered at a faster rate than the surrounding talk is transcribed within angled brackets pointing inwards
(or >> << for *much* faster talk).

(7) < >   Talk delivered at a slower rate than surrounding talk is transcribed within angled brackets pointing outwards
(or << >> for *much* slower talk).

(8) -   Dashes indicate the utterance is cut off mid-flow.

(9) :   Elongation of the preceding sound is signalled by a colon. The more colons, the longer the sound.

(10) ?   A question mark signals gradual rising intonation.

(11) .   A full stop is used to show gradual falling intonation.

(12) ,   Fall-rise intonation is signalled by a comma.

(13) !   More animated intonation (often rise-fall) is signalled by an exclamation mark.

(14) …   Utterance 'trails off' is indicated by ellipsis.

Volume and pitch

(15) ° °   Text surrounded by degree signs is quieter than the surrounding talk.

(16) CAPITALS   Capitals are used to show talk which is louder than surrounding talk.

(17) ↑ ↑   Notably higher shift in pitch for the talk between the upward arrows.

(18) ↓ ↓   Notably lower shift in pitch from the surrounding talk is shown between the downward arrows.

(19) <u>underlining</u>   Enhanced prosody/stress is underlined.

Non-verbal activity

(20) h   Audible outbreath (number of hs corresponds to length of breath).

(21) .h   Audible inbreath (number of hs corresponds to length of breath).

(22) ha/heh   Syllable of laughter. (ha/heh) within words, represents laughter particles in speech.

(23) ((cough))   Representations of non-verbal behaviour are transcribed in double parentheses.

Transcription doubt

(24) (x)   Parentheses indicate talk that cannot be accurately transcribed. Any transcription within the parentheses indicates merely a *possible* hearing. (An X within the parentheses is used to represent a syllable.)

Gesture

(25) ((gesture))   Gesture is transcribed in double parentheses. Here, gesture is transcribed on a dedicated gesture line in order to see when a gesture starts and ends in relation to the talk.

Other conventions

(26) **odd spelling**   Non-conventional spelling is used to more closely represent the actual pronunciation of words.

(27) **anonymity**   Personal details (such as names, addresses etc.) are anonymised with alternative words of a similar syllable structure.

(28) **line numbers**   Transcript lines are numbered in the left-hand margin.

(29) **% %**   Talk which shows participant 'putting on a voice' is transcribed within percentage signs.