

Client name
 File name
 Date of transcription

Speaker Key:

Interviewer: I
 Sally Smith: SS
 John Jones: JJ
 Donna Davies: DD

I	00:00	This is an example of our multiple speaker interview template with initials for the speaker key. The interviewer is shown in bold font to make the questions asked stand out clearly. We have also shown that times can be denoted. This can be on many levels: time of speaker changes; time for each line, time notices of blocks, e.g. every five minutes. We do charge extra for these services, so please specify at time of quote.
SS	01:30	The interviewee's responses are typed in normal font. Any areas of unclear recording are shown with a time stamp in red font e.g. 2:12 means that at 2 minutes and 12 seconds on the recording, we could not understand what was being said. This should make it quick and easy for you to go back to the recording. We will try and add any phonetics we can hear, e.g. 2:12 (t..an..tion). We use a table format to make it easier to see the changes in speakers. Obviously the table can easily be removed, just leaving text if that is your preference.
JJ:	3:24	We will ask you at the start of the recording to introduce the names of each speaker so we obtain a voice check. This will help us to identify the different speakers as we go along.
SS:	3:48	If you prefer, we can write a key and a number to denote the different speakers in the first column, rather than initials. Please see our other example template.
DD:	4:05	Or you can choose any other layout you prefer as your standard template.