

Transcription conventions

 <https://doi.org/10.1075/pbns.94.02tra>

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Talking Gender and Sexuality

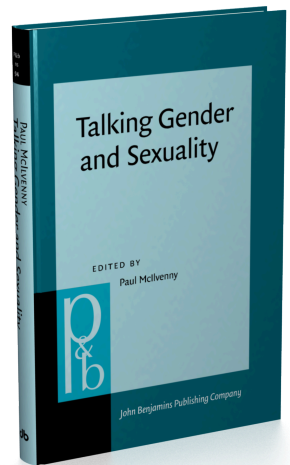
Edited by Paul McIlvenny

[Pragmatics & Beyond New Series, 94] 2002. x, 327 pp.

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Transcription conventions

The transcription conventions used in this book for rendering the nuances and details of spoken conversation reflect the standard that has emerged in conversation analysis. This evolving system has been developed chiefly by Gail Jefferson (1989: 193-196) and has undergone some modifications since the early studies, as can be seen from an inspection of the transcripts in Sacks, Schegloff and Jefferson (1974) and Sacks' (1995) *Lectures on Conversation*. See ten Have (1999: 75-98) and Hutchby and Wooffitt (1998: 73-92) for thorough discussions of the transcription practices in CA. A glossary is given below. For languages other than English (see chapters by Tainio and D'hondt in this volume) an interlinear gloss of the syntactic structure is provided, along with a free translation into English. Readers are referred to the individual chapters for the author's glossary of the additional notation conventions that they employ.

Symbol	Designation
A:	Current speaker (designated by a letter, a name or a category description).
CAPS	Capitalised letters indicate that a section of speech is louder than the surrounding speech.
<u>Underscoring</u>	Underlined fragments indicate stress or emphasis.
°soft°	Degree signs enclose speech that is quieter than the surrounding speech.
<fast>	Faster than surrounding speech.
>slow<	Slower than surrounding speech.
@voice@	The speech enclosed by the @s is said in an animated voice.
“voice”	Quotation voice.

erm::	A colon indicates a prolongation of the immediately prior sound. The number of colons tells the length of the prolongation.
.	A period indicates a falling intonation.
,	A comma indicates a continuing intonation.
?	A question mark indicates a rising intonation.
¿	An upside-down question mark indicates a rising intonation (more upwardly pronounced than a ‘?’ but less so than a ‘?’).
↑ <i>or</i> ↓	A marked shift into a higher or lower pitch in the utterance immediately following the arrow.
`no	A marked fall in pitch on a syllable.
Bu-	The dash marks a stop or cut-off in sound.
.hhh <i>or</i> hhh	An inbreath or outbreath. The length is indicated by the number of <i>hs</i> . A full stop prefixing a word indicates that it is pronounced with an inbreath (eg. <i>.joo</i> in Finnish).
hu, ha, he	Laugh particles. If enclosed in round brackets, eg. (h), then it occurs while talking.
(0.0)	Figures in rounded brackets represent absences of sound or activity, in steps of one tenth of a second.
(.)	A micropause (roughly 0.2 seconds or less).
oo[oooo] [oooo]oo	Overlap onset is marked with a single left square bracket and a single right square bracket marks where overlap terminates.
=	Latched utterances. There is no ‘gap’ between two utterances.
() <i>or</i> ():	An untranscribable passage or an unidentifiable speaker.
(guess) <i>or</i> (A):	A transcriber’s guess of a dubious hearing or speaker identification.
((comment))	Comment by the transcriber.
→	An arrow in the margin draws the reader’s attention to aspects of the analysis discussed in the text.

References

- Have, Paul ten. 1999 *Doing Conversation Analysis: A Practical Guide*. London: Sage.
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