

# Transcription conventions

The following conventions are based on Du Bois et al. (1992) with some adaptations and have been presented in this way in Locher (2004: vii–x):

- . : A period is used to indicate a falling intonation with a conclusion point.
- , : A comma expresses a continuing intonation.
- ? : A question mark indicates an appeal which is achieved by ‘a marked high rise in pitch at the end of the intonation unit’ (Du Bois et al. 1992: 30).
- ^word : A caret marks a word which carries the primary accent in an intonation unit.
- 'word : A raised stroke indicates a minor or secondary accent.
- = : In order to show lengthening of sounds, an equals sign is used. Alternatively, it is used to indicate run-on lines (see illustration below).
- : A single hyphen is used to indicate an unfinished word.
- : Two hyphens show that a whole intonation unit was left unfinished.
- .. : Two periods indicate a short pause (according to the author’s judgement).
- ... : Three periods or more are used to indicate a medium or very long pause.
- [ ... ] : Square brackets indicate speech overlap. Double or triple square brackets are used to distinguish this overlap from previous ones.
- { ... } : Curly brackets are used to indicate overlap within overlap or help to make complicated passages with much overlap easier to read.
- @ : This symbol is used to represent laughter in syllables.
- X : The letter X is used to indicate either a speaker whose identity is unclear or an unintelligible syllable or word.

- \* : An asterisk points to further background information given in double parentheses.

The following combinations indicate that the words enclosed by the angle brackets have the quality of the additional symbol(s):

- <X ... X> : Utterances marked by this are unintelligible. The words given are the best guess the transcriber was able to make.  
 <A ... A> : allegro, rapid speech  
 <P ... P> : piano, soft  
 <Q ... Q> : quotation quality  
 <@ ... @> : laughter quality  
 <I ... I> : imitating  
 <W ... W> : whispering  
 <PRC ... PRC> : pronounced  
 ((GULP)) : Double parentheses are used to accommodate the transcriber's comments.  
 → : The arrow points to the phenomenon under discussion.  
 335 : Line numbers help to locate the points of interest.

The transcriptions are based on intonation units. This means that every line represents one unit of talk, which is either terminated by a final intonation (.), a questioning intonation (?), an intonation which implies that the speaker wishes to continue (,); or the intonation unit is left unfinished (--). Primary (^) and secondary (') stresses are given in every unit.

If the intonation unit is too long to fit on one line, it continues on the next with an equals sign indicating the latch, as can be seen in lines 345–347:

- 342 Roy: but the ^premise of the study is that you 'control,  
 343 'everything you can ^control for,  
 344 'because,  
 345 we're not ^allowed to do 'experiments on identical twins in=  
 346 =which we bring them up in absolutely ^identical and ^control=  
 347 =everything.  
 348 we ^do that with 'with uh,

When the conversation splits into two or more parties who talk at the same time, the dialogues are written down next to each other, as exemplified in lines 95–99:

- 92 Kate: Roy I think you're putting [a lot in your mouth.]  
93 Anne: [it should be ^both.]  
94 Miriam /Kate: [@@@@]  
95 Anne: it should be- Roy: <X XX XX. X>  
96 it should be ^both. Kate: <@ and you're talking at=  
97 if you are straight A and poor, = the same time. @>  
98 you should have more ^money. Roy: right.  
99 Kate: poor ^you.  
100 Anne: ... if you are straight A uhm,  
101 .. if you are C and ^no money,

