

Transcription Conventions

We present below a list of the notations used in transcribing some of the speech, bodily actions and other phenomena of interest in our recordings. It is important to note that analysis of recorded material proceeds by repeatedly looking at/listening to the recordings in connection with, in some cases, knowledge gathered by our own physical presence in the settings where the recordings were produced. An important part of the analytic process is transcription of the recordings, as transcription itself requires quite a focus on details of which we are normally less aware. The transcriptions are then used as memory aids within the repeated looking/listening sessions. In presenting our analyses in print, the transcriptions are meant to assist the reader in following our analyses.

In EMCA, the transcription of speech has a longer tradition than other actions, and therefore there is more convention in its transcription. There is less conventionality in the transcription of other things the body does, as well as, for example, objects with which it may be involved. Therefore, the notation that we have attempted to use in the volume should be seen as tentative at best.

Two issues that affect the transcription of speech as well as other actions are the levels of granularity an analyst feels are necessary for a particular analysis and its dissemination and, simply, how one has learned to transcribe. There are, then, different levels of detail portrayed in the transcripts in this volume. This is very evident in, for example, Heinemann and Fox's contribution, where edited photographs of bodily action are the mainstay of the transcript and speech is colloquially represented in 'speech bubbles'. This works very well given the analysis they pursue with its focus on how people 'see at a glance' the settings in which they are engaged, and act thereafter. In Fele's contribution, on the other hand, there is quite a lot of detail in descriptions of the bodily manipulation of cups of ground coffee. Here, the focus is on the bodily sensation of the coffee and occasioned talk on this topic. Much attention is given to how tasters use their bodies to manipulate the cups to allow for a variety of embodied sensations.

The table below lists the notations used in the main (i.e. numbered) transcript lines. First, below a main line, if there is speech within it not in English, there is a glossary line. Following this there may be action

description lines, begun with a forward slash '/', which contain, as the name suggests, a transcriber's description of some action, typically non-verbal, occurring within the timeframe of the main line. A forward slash is also placed in the main line to indicate when the action begins. Pictures or, more specifically, screenshots follow next, and their timing vis-à-vis the main line is marked both in a separate line above them, with '#pict. (number)' and a '#' in the main line. Here is an example:

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176          (0.5)
177 INS:    />°det syns jeg ikk=det syns jeg det fint nok°<
           I don't think so      I think that's good enough
           /MAK adjusts hole above right hip
178          /#(0.4)
           /#MAK places a pin behind hole
           #pict. 1

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Picture 1

As mentioned above, the transcripts in the volume may vary, for analytical reasons, with regard to how detailed they are for specific types of actions. In order to display this the authors may have used some notations not found below. In such cases, however, they have described in their individual chapters these additional types of notation.

Transcription Notations

Word	Underscoring indicates a stressed syllable, via pitch and/or amplitude.
↑word, ↓word	A prepositioned arrow indicates shifts into markedly higher or lower pitch.
wo::rd	Colons indicate lengthening.

°word°	Degree signs bracketing a word or sound indicate a lower volume than surrounding talk.
wo-	A dash indicates cutoff.
WORD	Capitals indicate loudness.
(word)	Parentheses around a segment indicate dubious hearing.
‘word’	Single quotes around a word indicate sign language.
☺word☺	Smiley faces around a word indicate smiley voice.
>word<	These caret symbols indicate talk faster than surrounding speech.
<word>	These caret symbols indicate talk slower than surrounding speech.
word= =word	The equal signs indicate latching between the segments.
(), xxx	Empty parentheses or xxx indicate unintelligible sounds or words.
·hh	A raised dot before one or several ‘h’ symbols indicates inbreath.
hh	One or several ‘h’ symbols indicate outbreath.
(.)	A single dot in parenthesis indicates an untimed micropause.
(0.5)	A number in parentheses indicates a timed pause.
.	A dot indicates falling intonation.
;	A semicolon indicates falling intonation but not too low.
,	A comma indicates level or slight rise intonation.
?	A question mark indicates rising intonation.
[]	Left and right brackets indicate beginning and end of overlap with talk or action in another line.
»	A double arrow indicates gaze.
»«	A pair of double arrows indicates mutual gaze.
#	A hash indicates the position of a picture.
/	A forward slash indicates the position of an action description.