

Transcription conventions

Speech sounds

wo:rd	lengthened sound – the number of colons show the duration
.	a full-stop marks a falling intonation.
?	a question marks a rising intonation.
,	a comma marks a slightly rising intonation, but is also used when the intonation contour is hearably incomplete.
¿	an upside down question mark is used for intonation which rises more than a slight rise (,) but is not as sharp a rise or does not reach as high a pitch as for a question mark.
w <u>o</u> :rd.	rise-fall contour, underlining of the letter preceding the indicates the rise; the fall is indicated by the full stop: Hello <u>o</u> ..
w <u>o</u> :rd.	a fall-rise intonation where the underlined colon is at a lower pitch than the rest of the final part of the contour
↓word	sharp fall in pitch
↑word	sharp rise in pitch
CAPS	louder talk : TEN DOLLARS A DA:Y.
°words°	talk which is quieter or whispered: °Yeah°
°°words°°	talk which is very soft
>words<	talk which is noticeably faster than the surrounding talk
<words>	talk which is noticeably faster than the surrounding talk
whord	breathy voice
#words#	creaky voice

Other vocal sounds

<i>t!</i> , <i>tch</i>	dental clicks
<i>pt</i> or <i>p!</i>	bilabial clicks.
hhh.	out breathing
.hhh	in breathing
wor-	a sound is cut off abruptly
hah, hih, heh	laughter pulses, with the vowel showing sound of the laugh
wor(h)ds	laughter while speaking
£	smile voice, talk produced while smiling
>hhuh<	sharp exhalation or inhalation
.shih	wet sniff while crying
skuh	snorty sniff while crying
~words~	‘wobbly’ voice or a break in the voice heard during crying

Contiguous or simultaneous talk

=	latching – no discernible space between two turns at talk.
word<word	rush through – do discernible space between TCUs within a unit of talk
[start of simultaneous talk
]	end of simultaneous talk

Pauses

(.)	very short pause
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(0.3), (1.2), etc. timed pause in seconds

Problems of hearing or comprehension

(words) problematic talk, with possible hearing
() talk which cannot be understood for transcription
(words)/(words) alternative possible hearings

Embodied actions (based on Goodwin & Mondada)

... non-gazing by participant
X gaze meets other
_____ holding gaze
,,,, moving eye gaze
Ab, Ba A is gazing at B; B is gazing at A
* *, etc start and finish of gesture by participant, with different symbols for each participant. For multiple lines of embodied actions different symbols are used for each line, but ideally symbols are similar, such as * * (gesture), • • (gaze), + + (gesture), † † (gaze)

NAME speaker
name other participant
--> action continues across lines of talk, concluding at -->
>> action begins before transcript
-->> action continues after transcript
..... the action is being prepared
---- the apex of the action is reached and maintained
,,,,, the action is being retracted
#fig screen shot location

Adding transcriber's information

((word)) transcriber's comment, description
→ highlighted feature in transcript
: lines omitted
... lines omitted
= placed at the end of one line of a transcript and a later line by the same speaker this indicates continued talk that has been split for typographic reasons.