

**FILE DETAILS**

Audio Length:	10 minutes
Audio Quality:	<input type="checkbox"/> High <input checked="" type="checkbox"/> Average <input type="checkbox"/> Low
Number of Facilitators:	One
Number of Interviewees:	Three
Difficult Accent(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other Comments:	This is an example of our <b>Standard template</b> , using <b>Intelligent Verbatim</b> style which is the preferred choice for the majority of our clients. As per Pacific standard, in files with 4+ speakers, participants are not differentiated by name or number unless requested as surcharges apply for this service.

**START OF TRANSCRIPT**

Facilitator: Hello, I am the facilitator.

Male: Hello, I am an interviewee with a male voice. The first time I speak I introduce myself as Robert.

Male: Hello, I am an interviewee with a male voice.

Female: Hello, I am an interviewee with a female voice.

Male: Hello, I am an interviewee with a male voice. I could be one of the two males who have already spoken or a new participant.

Facilitator: I am introducing the topic of today's interview.

**END OF TRANSCRIPT**

## FILE DETAILS

Audio Length:	65 minutes
Audio Quality:	<input type="checkbox"/> High <input checked="" type="checkbox"/> Average <input type="checkbox"/> Low
Number of Facilitators:	One
Number of Interviewees:	Two
Difficult Accent(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other Comments:	<p>This is an example of our <b>NVivo Basic template</b> which can be used for any type of interview and is compatible with all software versions. The text is using a <b>Strict Verbatim</b> style which attracts a surcharge. As per Pacific standard, in files with 4+ speakers, participants are not differentiated by name or number unless requested as surcharges apply for this service.</p>

Facilitator: Hi, I am the facilitator. I have a female voice. I requested, um, strict verbatim - yeah, strict verbatim style for all of my interviews.

Interviewee: Um, I'm the interviewee. I have, like, a male voice - I introduce myself as Ryan. Yeah. No instructions were given to use my name, so...

Facilitator: I'm asking my first question.

Interviewee: Ah, I'm responding - like, giving a response to the first question. [Pause] I'm thinking of an example.

Facilitator: Mm-hm.

Interviewee: I'm talking about...

Facilitator: Talking about a few examples?

Interviewee: Yeah, just a few - a couple of examples...

## FILE DETAILS

Audio Length:	80 minutes
Audio Quality:	<input type="checkbox"/> High <input checked="" type="checkbox"/> Average <input type="checkbox"/> Low
Number of Facilitators:	Two
Number of Interviewees:	Four +
Difficult Accent(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Other Comments:	This is an example of our <b>NVivo Headings Simple template</b> which is used for semi-structured or unstructured interviews, allowing the transcripts to be auto-coded by speaker. As per Pacific standard, in files with 4+ speakers, participants are not differentiated by name or number unless requested as surcharges apply for this service.

*Facilitator:*

Hello, I am the facilitator.

*Male:*

Hello, I am an interviewee with a male voice.

*Facilitator:*

I am asking my first question.

*Male:*

Hello, I am a different interviewee with a male voice.

*Female:*

Hi, I am the interviewee named Sally. The other speakers call me Sally, however no instructions were given to identify me as such, so I am simply listed as Female.

*Male:*

I am a third male speaker. The other speakers call me Stephen, however no instructions were given to identify me as such, so I am simply listed as Male.

## FILE DETAILS

Audio Length:	20 minutes
Audio Quality:	<input checked="" type="checkbox"/> High <input type="checkbox"/> Average <input type="checkbox"/> Low
Number of Facilitators:	Two
Number of Interviewees:	One
Difficult Accent(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other Comments:	This is an example of our <b>NVivo Headings Questions template</b> , which is for structured interviews. A list of questions or themes must be provided. This allows the transcript to be organised by each interview question, and also allows for auto-coding by speaker and by questions/themes. As per Pacific standard, in files with 4+ speakers, participants are not differentiated by name or number unless requested as surcharges apply for this service.

### Q1. First theme/question

*Facilitator 1:*

Hi, I am the facilitator. I have a male voice. I am introducing the first theme of the structured interview.

*Interviewee:*

Hi, I'm Sally. The facilitators call me Sally when they speak, however no instructions were given to identify me as such, so I am simply listed as Interviewee.

### Q2. Second theme/question

*Facilitator 2:*

Hello, I am also a facilitator. I have a male voice. I am asking the second question.

*Interviewee:*

I am responding to the question.