PACIFIC Transcription

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FILE DETAILS	
Audio Length:	10 minutes
Audio Quality:	☐ High ☒ Average ☐ Low
Number of Facilitators:	One
Number of Interviewees:	Three
Difficult Accent(s):	☐ Yes ☒ No
Other Comments:	This is an example of our **Standard template**, using **Intelligent Verbatim** 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.

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

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

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

Speaker: 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

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FILE DETAILS	
Audio Length:	65 minutes
Audio Quality:	☐ High ☒ Average ☐ Low
Number of Facilitators:	One
Number of Interviewees:	One
Difficult Accent(s):	☐ Yes ☒ No
Other Comments:	This is an example of our **Standard template**, using a **Strict Verbatim** style which attracts a surcharge.

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.

Speaker: 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.

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

Facilitator: Mm-hm.

Speaker: I'm talking about…

Facilitator: Talking about a few examples?

Speaker: Yeah, just a few - a couple of examples…

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FILE DETAILS	
Audio Length:	65 minutes
Audio Quality:	☐ High ☒ Average ☐ Low
Number of Facilitators:	One
Number of Interviewees:	Two
Difficult Accent(s):	☐ Yes ☒ No
Other Comments:	This is an example of our **NVivo Basic template** which can be used for any type of interview and is compatible with all software versions. As per Pacific standard, participants are not differentiated by name or number unless requested.

Facilitator: Hi, I am the facilitator. I have a female voice.

Speaker 1: I am an interviewee with a male voice.

Speaker 2: Hi, I am the interviewee named Bob. The other speakers call me Bob, however no instructions were given to identify me as such, so I am simply listed as Speaker 2.

Facilitator: I'm asking my first question.

Speaker 1: This is my answer.

Facilitator: Mm-hm.

Speaker 2: I'm talking about…

Facilitator: Talking about a few examples?

Speaker 2: Yeah, just a couple of examples…

FILE DETAILS	
Audio Length:	80 minutes
Audio Quality:	☐ High ☒ Average ☐ Low
Number of Facilitators:	Two
Number of Interviewees:	Four +
Difficult Accent(s):	☒ Yes ☐ No
Other Comments:	This is an example of our **NVivo Headings Simple template** 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.

Speaker:

Hello, I am an interviewee with a male voice.

Facilitator:

I am asking my first question.

Speaker:

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

Speaker:

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 Speaker.

Speaker:

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 Speaker.

FILE DETAILS	
Audio Length:	20 minutes
Audio Quality:	☒ High ☐ Average ☐ Low
Number of Facilitators:	Two
Number of Interviewees:	One
Difficult Accent(s):	☐ Yes ☒ No
Other Comments:	This is an example of our **NVivo Headings Questions template**, 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

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.

Speaker:

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 Speaker.

Q2. Second theme/question

Facilitator 2:

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

Speaker:

I am responding to the question.

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FILE DETAILS			
Audio Length:	XX minutes		
Audio Quality:	☐ High	☐ Average	☐ Low
Number of Facilitators:			
Number of Interviewees:			
Difficult Accent(s):	☐ Yes	☐ No	
Other Comments:	This is an example of line numbering on the Pacific template.		

1

2 **START OF TRANSCRIPT**

3 Facilitator:

4 Speaker:

5 Facilitator:

6 Speaker:

7 Facilitator:

8 Speaker:

9 Facilitator:

10 Speaker:

[Unclear] words are denoted in square brackets and time stamps may be used to indicate their location within the audio.

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