



# FARMERS VOICE RADIO

## Farmers' Voice Radio: Guidance for programme recording and transcriptions<sup>1</sup>

### 01 File Management

We recommend that every programme audio file is saved with the following format for the file name to ensure it is easy to match the audio file with the transcribed file:

- Date of broadcast, location of recording, main topic e.g. **091118, Jawani, mulching**
- Ensure that every transcription has the following at the start of it (example answers in **orange**):
- Date of programme broadcast: **09/11/2018**
- Location of recording: **Jawani, Ghana**
- Topics covered: **mulching, organic fertiliser**
- Name of radio presenter: **Kate Atirago**
- Name of extension officer(s) present: **Fausta Ayale**
- Name and sex of all Programme Reference Group members present: **George Alem (m), Sahada Mahaw (f) etc.**
- Programme length: **16 mins 12 secs**

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### 02 Transcribing Guidelines

Every speaker should start a new line with the name to the left. Example:

**Kate:** Welcome everyone once again, thanks for coming.  
**All:** It is no problem.  
**Kate:** So, the topic we're going to discuss today is mulching

**Accuracy:** Only type the words that are spoken in the radio programme. Phrases or words you don't understand should not be omitted.

**Language:** All transcripts will need to be translated and transcribed into English. When transcribing them make sure you use proper English capitalization, punctuation and spelling. Do not write phonetics or netspeak such as "u" for "you". Punctuation should be accurate, but do not make any grammatical changes to the transcript.

**Do Not Paraphrase.** Do not correct the speaker's grammar nor rearrange words. Also, do not cut words that you think are off-topic or irrelevant. Any words not spoken should not be included. Type the actual words spoken.

**Do Not Add Additional Information:** Do not add extra information such as page numbers, job numbers, titles or your comments in your submission. Such information can be added in separate fields below the transcript.

**"Clean Up" Non-Verbatim Jobs:** Lightly edit non-verbatim work to remove false starts, fillers (such as um's er's etc, and stutters). Sound Events that Interrupt Dialogue: Should any noise or event interrupt speaking, indicate this every time in the transcription. Example:

George: That was the day I knew I would change the planting approach.

[A cockerel crows loudly]

Kate: That's fascinating, can you tell me why?

the Speaker Trailing Off: If a speaker trails off in the middle of a thought, use ellipses (...) to indicate that speaker has left the thought unfinished. This is different from an abrupt speaker shift because the speaker does not finish the thought and does not change thoughts. Example:

George: Oh, it's great. And uh learning about the information was really useful because...

Kate: What was useful about the information for you?

<sup>1</sup>Credit to Luisa Ciampi at the Walker Institute for these guidelines.

