

## Transcription Symbols by Delicacy: Levels 1–4

MEANING	SYMBOL	COMMENTS
<b>Level 1: Preliminary</b>		
words	word word	space before & after marks boundary (standard orthography)
word sequence	word1 word2	words written in conventional order, e.g. left-right (standard)
speaker change		start new line when new speaker begins speaking
turn sequence		speaker change sequence marks approximate turn sequence
intonation unit		each intonation unit is written on its own line
speaker attribution	JILL;	semicolon follows name in CAPS
<b>Level 2: Basic</b>		
pause, untimed	...	pause lasting 0.2 seconds or more
marginal words		<i>uh, um, mm, unh-unh</i> , etc. (quasi-standard orthography)
laugh	@	one per pulse or particle of laughter
overlap (first set)	[ ]	align left square brackets vertically
overlap (2nd set)	[ <sub>2</sub> ]	align left brackets, co-indexed with subscript numeral
unit sequence		top-to-bottom page sequence marks intonation unit sequence
unintelligible	###	one symbol per syllable
uncertain	#you're #kidding	transcribed words are uncertain
comment	((WORDS))	analyst comment on any topic
recording source		use comment notation to cite source of recording
conventions		use comment notation to cite transcription conventions used
<b>Level 3: Boundary</b>		
terminative intonation	.	intonational morpheme signaling finality (period)
continuative intonation	,	intonational morpheme signaling continuation (comma)
appeal intonation	?	combines with final/continuing: ?. ?,
truncated intonation unit	—	aborting projected IU (em dash; <i>or</i> two hyphens)
truncated/cut-off word	wor—	aborting projected word (en dash; <i>or</i> hyphen at end of word)
breath (in)	(H)	audible inhalation
exhale	(Hx)	audible exhalation
pause, timed	(1.2)	pause duration in seconds and tenths of seconds
lag/prosodic lengthening	:	colon marks slowing of local tempo, segment lengthening
hold/micropause	..	< 150 milliseconds; brief silence, break in phonation
linking (absence of break)	_	in rapid speech (underscore/low line)
suspended IU	&	use only when 2nd speaker intervenes

*Du Bois: Representing Discourse*

<b>MEANING</b>	<b>SYMBOL</b>	<b>COMMENTS</b>
sentence start	<i>Capital initial</i>	Capitalize for beginning of new discourse "sentence"
pseudograph	~Jill	name change to preserve anonymity (tilde)
index/line numbers	1	number each line for referencing
timestamp	<T=154.762>	time in seconds from start of recording

**Level 4: Interaction**

vocalism	(COUGH)	various notations: (SNIFF), (SOB), (YAWN), etc.
click	(TSK)	alveolar click
glottal stop, creak	(%)	separate vocalism = separate "word"
manner/quality	<MISC> </MISC>	various notations for manner of speaking
laughing words	@you're @kidding	laugh symbol marks laughter during each word
laughing words	<@> words </@>	marks laughter during words (for 7+ words)
vox	<VOX> </VOX>	voice of another
quotation quality	<QUOTE>	quote voice that is less than a true vox
gesture, gaze, body, co-action		see references on transcribing video
participation framework	JILL/TEL;	slash symbol precedes interactional context or frame
role voicing	JILL=JIM;	speaker speaks in role of another
recipient	JILL\DOG;	backslash symbol precedes addressee
non-interactive agent	±COMPUTER;	marks source or agent of sound or event
multiple speakers	JILL+JIM;	for simultaneous joint action of individuals
group of speakers	AUDIENCE++;	for simultaneous joint action of crowd
code-switch	<L2> words </L2>	switching between languages
code-switch (lg. specified)	<L2=SPANISH>	switching between languages

[rev. 23-Jun-2006]