Basic Style Guide

General:

- Calibri

- Size 11 font

- 1.5 line spacing

- Do not remove space between paragraphs

- Begin each line with “Speaker X:” associated with each unique speaker in the audio, unless otherwise requested

- Inaudible portions of the audio should be marked by “[UNKNOWN]”

- Remove stutters, repeated words, verbal ticks, false starts, hesitations, etc. for clarity

Verbatim:

- Include all stutters, repeated words, verbal ticks, false starts, hesitations, etc.

- No removal of extraneous words or verbal problems for the sake of clarity- everything verbal should be included

- Fillers should be spelled “um”, “uh”, “mhm”, “yep”, and “mm-mm” as appropriate

Timestamping:

- Include a timestamp ever two minutes of audio, marked as follows:

Text line one

[00:02:00]

Text line two

- Timestamps should be placed as close to the time marker as reasonably possible- not chopping words in half, but if necessary, splitting sentences by the same speaker

- Include a final timestamp at the end of the audio, regardless of whether it’s at a two minute interval