YOUTH DEVELOPMENT PROJECT CORE BATTERY III
Life Course Interview (LCI)

Instructions for Transcribing the LCI:

The Life Course Record (LCR) is the transcription of the LCI. More specifically, it is the written record of the verbal responses to the questions on the Life Course Interview. To transcribe the LCI you will need two documents: The Instructions for Transcribing the LCI and the LCR. This document (the one you are reading) is the Instructions for Transcribing the LCI. It is in an Adobe PDF file. The second document (the other document you will need), the LCR, is a Microsoft Word document.

Each document serves a different function. The Adobe PDF file provides you with instructions for transcribing the LCI. The Microsoft Word LCR file is the document file into which you type each transcription. That is, each audiotaped LCI will be typed (inputted) directly into a copy of the Microsoft Word LCR file. Save each LCR using the Student's Name, Student, Number, School, and Semester (e.g., Jose Smith. ACE. ID #12345678. Fall 2001) as the file name. If you received a separate folder with each of your Core Battery III Life Course Interview (LCI) and each folder has one audio tape and one computer floppy disk with it, you should only transcribe one student's interview from each the Core Battery III Life Course Interview (LCI) on one floppy disk and return both the audiotape and the floppy disk each in the folder that you received.

Download both the Instructions for Transcribing the LCI and the LCR from the YDP web site. Make sure you are familiar with the instructions and how to input (type) the transcription into the LCR before you begin. A transcribing tape recorder/player (with a foot pedal for starting and stopping the tape) is available at the Adolescent and Adult Development Lab (DM269-D). For more information about the transcribing tape recorder, contact the Data Management Team Leader.

Directions for Transcribing

1. Make as many copies of the LCR Word document as you have tapes to transcribe. To save time later, you can save each unedited copy of the LCR using the Student's Name, Student Number, and Semester (e.g., Jose Smith. CAS. ID #12345678. Spring 2007) of each tape to be transcribed.

2. Open up the LCR Word document for the tape to be transcribed using Microsoft Word as your word processor. Set the Font to Plain Text in Times New Roman with the font size set at *12.*

3. Type in the student information at the beginning of the LCR. When you have finished typing in the information, begin transcribing the interview.

4. When typing in the interview, transcribe only the answers to the LCI provided by the Interviewee. The only time you would transcribe what you (i.e., the interviewer) said is if you used a probe (i.e. Interviewer: Can you tell me more about that?) that was not written in one of the questions.

5. When transcribing the responses from the Interviewee make sure to use Microsoft Word as your word processor and set the Font to Plain Text in Times New Roman with the font size set at 12. There should be a space between each response. Ordinarily we expect YDP participants to be creative, but not when they are transcribing. Do NOT be creative about the use of fonts or conventions when indicating qualities of the verbal text or changes in

6. You MUST refer to (and use only) the transcriptions conventions summarized in the *Summary of Transcription Conventions to* use as a guideline when transcribing the interview. These are the conventions that are widely used in data analysis involving text, and many qualitative data analysis computer software are programmed to recognize these conventions. If you come up with a more creative convention, the program will not be impressed and simply ignore it. It would be best to print out this page to use as a reference as you transcribe.

7. If for some reason the student did not provide an answer to a question, indicate this in the space provided for that answer by writing "Student did not provide an answer."

Instructions for Turning in the Transcription (LCR):

When you have finished transcribing the interview, save the transcription file to a floppy disk. If you have not already named the file, save the edited copy of the LCR using the Student's Name, Student Number, and Semester (e.g., Jose Smith. SAT. ID #12345678. Fall 2012)

IMPORTANT: Save a back-up copy for your own records. The following items must be turned in with the Student's folder:

1. The interview tape for each of the interviews you transcribed.

2. A print out (hard copy) of the LCRs (The transcription typed into the Word document).

3. A disk with a copy of the transcription Make sure to label the disk with the Student's Name, Student, Number, and Semester (e.g., Jose Smith. ID #12345678. Fall 2001) printed on it. Each of the names on the disk label should correspond to the name of an LCR file on the disk.

YOUTH DEVELOPMENT PROJECT CORE BATTERY III Life Course Interview (LCI)

Summary of Transcription Conventions

Directions: Print out a copy of this page and use if for reference while transcribing

Yes-No question intonation	? (question mark)
Into nation suggesting finality	. (period)
Intonation suggesting non-finality	, (comma)
Incomplete word	~ (tilde)
Pauses	.. for short pause (0-5 sec) ... for longer pause
Speech overlap	[ ] (Brackets)
Laughter @	
Transcriber's comment	(( )) (Double Parentheses)
Uncertain Hearing	<X X>
Indecipherable syllable	X