Appendix VI: Glossary for Transcription

(0.5) The number in brackets indicates a time gap in tenths of a second.

(.) A dot enclosed in a bracket indicates a pause in the talk of less than two-tenths of a second.

= The ‘equals’ sign indicates ‘latching’ between utterances. For example:  
  S1: yeah September [seventy six = S2: [September  
  S1: = it would be  
  S2: yeah that’s right

[ ] Square brackets between adjacent lines of concurrent speech indicate the onset and end of a spate of overlapping talk.

.hh A dot before an ‘h’ indicates speaker in-breath. The more h’s, the longer the in-breath

.hh An ‘h’ indicates an out-breath. The more h’s the longer the breath.

(( )) A description enclosed in a double bracket indicates a non-verbal activity. For example ((banging sound)). Alternatively double brackets may enclose the transcriber’s comments on contextual or other features.

- A dash indicates the sharp cut-off the prior word or sound

: Colons indicate that the speaker has stretched the preceding sound or letter. The more colons the greater the extent of the stretching

! Exclamation marks are used to indicate an animated or emphatic tone.

( ) Empty parentheses indicate the presence of an unclear fragment on the tape

(guess) The words within a single bracket indicate the transcriber’s best guess at an unclear utterance

. A full stop indicates fall in tone. It does not necessarily indicate the end of a sentence.

, A comma indicates a ‘continuing’ intonation
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? A question mark indicates a rising inflection. It does not necessarily indicate a question

* An asterisk indicates a ‘croaky’ pronunciation of the immediately following section

↑↓ Pointed arrows indicate a marked falling or rising intonational shift. They are placed immediately before the onset of the shift

a: Less marked falls in pitch can be indicated by using underlining immediately preceding a colon:

   S: we (.) really don’t have a lot’v change

a: Less marked rises in pitch can be indicated by using colon which itself is underlined

   J: I have a red shirt.

Under Underlined fragments indicate speaker emphasis

CAPITALS Words in capitals mark a section of speech noticeably louder than that surrounding it.

• • Degree signs are used to indicate that the talk they encompass is spoken noticeably quieter than the surrounding talk

Thaght A ‘gh’ indicates that the word in which it is placed had a guttural pronunciation

> < ‘More than’ and ‘less than’ signs indicate that the talk they encompass was produced noticeable quicker than the surrounding talk

→ Arrows in the left margin point to specific parts of an extract discussed in the text

[H:21.3.89:2] Extract headings refer to the transcript library source of the researcher who originally collected the data