

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
<u>a:</u>	Less marked falls in pitch can be indicated by using underlining immediately preceding a colon: S: we (.) really don’t have a lot’v <u>cha:nge</u>
a:	Less marked rises in pitch can be indicated by using colon which itself is underlined J: I have a red <u>shi:rt</u> .
<u>Under</u>	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