F1: Here at Transcription City, we are able to transcribe a variety of audio and video files. We can also transcribe multiple speaker interviews, such as focus groups or research interviews.

M1: I conduct a lot of multiple speaker interviews for my research. However, it is of paramount importance that my participants are kept anonymous, whilst still being identifiable by me. How would you go about that?

F1: We are able to keep your interview participants anonymous but identifiable from other speakers by labelling them as being female or male speakers and then numbering them accordingly. Alternatively we can label them as respondents and then number them.

F2: Are you able to transcribe my video file to include every utterance, including repetitions, false starts and conversational fillers?

F1: Of course! We are happy to transcribe your interviews in a variety of transcription styles; including edited or paraphrased transcription, intelligent verbatim, strict verbatim and discourse analysis. Just let us know your requirements and we will take care of the rest.

M2: *I have a group interview on video and would like time codes to be included to make it easier for me to find important quotes. Are you able to do this?*

F1: We often add time codes or time stamps to our transcripts at specified intervals and are able to design and use a variety of transcript templates, depending on your needs.

F2: I would like my speakers identified by their initials. My interviews are also technical in nature, are you able to help?

F1: We are able to identify speakers in your interviews by using their initials, but do require the participants to introduce themselves in the audio or video in order to do this. If you have several video or audio interviews, we will need the speakers to introduce themselves at the beginning of each new recording.
With regards to technical files; we are able to provide secretaries and audio typists who specialise in a variety of industries and sectors. If you let us know the details of your recording, we will match you with a transcriptionist with the experience and training to transcribe technical information with accuracy. It is however, always helpful if you can provide us with as much relevant information as possible when submitting a file for transcription.
For more information please visit our website http://www.transcriptioncity.co.uk for details of all of the different transcription services and virtual assistant services we provide. Alternatively you can email us on info@transcriptioncity.co.uk or call on 0208 816 8584.

END OF TRANSCRIPT