

Notes for Transcribers

Guidelines for Transcribers for Jewel Heart Transcripts

Use template in rtf or word or express scribe, go sound file by sound file

1. Transcribe everything you hear, except
 - a) prayers in the beginning and end
 - b) incidental remarks by Rimpoche like asking for the windows to be opened, heating switched on, etc, or addressing an individual person and asking them how they are, where they would like to sit, etc. unless it has a connection to the teaching.
 - c) announcements by the JH announcer, however, if Rimpoche comments on announcements, transcribe the comments
2. Transcribe Tibetan and Sanskrit terms to the best of your ability, phonetically typing the words as you hear them. For longer quotes it is not necessary to do that, but you should mark the time on the recording and put it in the transcript like this: for example, 20 min into the recording Rimpoche gives a lengthy quote, write down the first 3 words as you hear them and then add timestamp: 0:20:00.0
3. Make 4 or more paragraphs per transcript page. Shorter sections are easier to take in by readers/editors
4. every 3 min of the audio recording, while you are transcribing, note this on the transcript. This is important to later be able to link audio/video clips to the transcripts
5. Questions and Answers: for Rimpoche, type **Rimpoche**, for any questioner, if you know their name, type in the name, if not, type: **Audience**. In published transcripts it will all be become Audience.

If you can't hear the question clearly, write down as much as you can hear, then make a note: inaudible and mark the time on the recording in the transcript at this point

6. At the end of your transcribing, let the transcript run through a spell checker.

7. Use Wisdom Style Guide for capitalization and spelling. Disregard the rest of the Style Guide. That's for editing purposes