

TRANSCRIBING GUIDELINES

Contact: Emily Sell, media@kalapacourt.org or

READ ME FIRST

Thank you for your interest in transcribing the teachings! Before you begin, please read through these instructions and contact Emily Sell if you have any questions.

Formatting

Transcribe using Microsoft Word if possible.

Label the file like this: date (year/mo/day) location/program/talk #—i.e 10.07.12 SMC VY Sem Talk 1.doc

- 1 inch margins, left and right and top and bottom
- 1.5 line spacing
- Indent paragraphs with one tab 0.3" from left margin (this is preferable to block-style paragraphs)
- Palatino, 12 pt. If you don't have Palatino, use Times New Roman.
PLEASE DO NOT INTRODUCE OTHER FONTS FOR ANY REASON.
- Insert footer that gives name of program, place of program, number of talk, and date: i.e. **10.07.12 SMC VY Sem Talk 1**
- Insert page number on bottom right
- Insert at top of first page the following copyright notice:
Unedited transcript: not to be reproduced.
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Below this legend, insert:

- Sakyong Mipham Rinpoche
- Title of program or talk and name of sponsoring organization, e.g., Shambhala Training; Naropa Institute, etc.
- Talk number and total talks in a series, if known, e.g., Talk 2 of 3.
- Location of talk; city and state are usually sufficient; add other pertinent information when available, such as "Bedford Springs Hotel, Bedford, PA" or "First Presbyterian Church, New York, NY")
- Date of talk
- Transcriber's name and date of transcription.
- Checker's name and date (include this even if the transcriber and checker are the same person)

Transcribing Procedures

- Transcribe **word-for-word** from the tape. If necessary, listen to each sentence several times until you get it right. Do not correct grammar or edit in any way. For example, do not omit verbal contractions: if speaker says, "it's," do not transcribe this as "it is." However, "bad elocution" may be corrected, such as "gonna," which should be transcribed as "going to," or "'cause," which should be transcribed as "because." "Ums" and "uhs"

- should be omitted; however, if there is any question as to whether an “ah” has a more significant meaning, leave it in.
- Punctuate as best you can. Keep it simple, and avoid run-on sentences.
- Paragraphing is not required in the body of the talk, unless someone in the audience asks a question or makes a comment. Otherwise, begin a new paragraph whenever the flow of the talk dictates it.
- Leave only one space after a period, question mark, exclamation point, etc. at the end of a sentence.

Tibetan and Sanskrit terms

Tibetan and Sanskrit terms should be **bold** formatted the *first* time they appear, e.g., **shamatha**. Spell these as best you can; they will be corrected during the editorial process. Sometimes, the speaker may give a transliteration. Enclose transliterations in brackets in roman, e.g., [byams pa]. A definition of a term is put in quotes, e.g., **champa** means “loving kindness.” Please feel free to request a copy of Shambhala Media’s glossary of common Tibetan words.

Unclear or inaudible material

If you come upon an unclear word or inaudible section of the tape, choose one of the following ways of showing it in the transcript:

- If a word or phrase is inaudible, insert [inaudible] (for a single inaudible word) or [inaudible words] (for more than one inaudible word) in the appropriate place in the text.
- If you think you recognize the word or can guess at a possibility, put it in brackets, followed by a question mark, e.g., [egg?]
- If you think it could be one of several choices, using brackets, put your first choice first, followed by other choices, e.g., [egg? leg?]

Laughter and applause

Laughter and applause are always shown in brackets, as follows:

- If the speaker laughs in the middle of a sentence, it is shown in brackets in the appropriate place: [laughs]
- If the audience laughs in the middle of a sentence, it is shown: [laughter]
- Laughter at the end of a sentence is placed after the period: [Laughs] or [Laughter]
- Speaker and audience laughing together in the middle of a sentence:
- [laughs; laughter] and after a sentence [Laughs; laughter]
- *Always* speaker first, no matter how it occurred.
- Applause is handled the same way, e.g. [Laughs; laughter; applause] or [Applause]

Gestures, incidents of significance, and emphasized words or phrases

- While somewhat rare, any gesture by the speaker, or incident that has relevance to the talk, should be included in the transcript. Put these in brackets and word them very simply. Example: “As easy as [kusung falls off stage] falling off a log.” [Laughter]
- Other examples of this include chants or singing the Anthem. For instance: [Closing chants] or [Anthem]
- Emphasis is shown by the use of *italics*, e.g., “We must do it *now*.”

Questions and Answers

- Paragraph, but do not indent, between each question and answer or comment, between each change of speaker, and between speaking and events
- The first question is preceded by, in caps: QUESTION:
- The response to the first question is preceded by the teacher's title and name in caps: SAKYONG MIPHAM RINPOCHE: (two spaces, then text)
- Second and subsequent questions or comments by the audience are preceded simply by Q: (two spaces, text)
- All responses by the teacher after the first are preceded by the teacher's initials in caps: SMR: (two spaces, text)
- Exchanges between teacher and student(s) within the body of the talk are handled the same way, except that STUDENT: is inserted at first exchange and S: is used in subsequent exchanges.
- Names of students speaking are rarely used. Exceptions to this might include:
 - an exchange between the teacher and his translator. In that case, use TRANSLATOR: and T:
 - a student or another teacher whose identity is significant: First occurrence, spell out the entire name in caps, and subsequent exchanges use first and last initials, e.g., JOE SCHMIDT: and JS:
- When two people speak simultaneously, transcribe it as accurately as possible. Use the em-dash (—) to show interruptions in the flow of dialogue. For example:

SMR: At that point your mind—
Q: Why is—
SMR: —becomes clear.
Q: —why is that, Sir?

Checking

When the transcription is complete, it should be checked against the tape, preferably by someone other than the transcriber. If this is not possible, the transcriber can and should check the transcript carefully and make all corrections. In either case, talk should be mailed to Emily and Helen by the transcriber, not the checker.

Send only complete talks

If there are two or more audio files, transcribe each one and combine them into ONE file labeled as instructed. DO NOT send transcripts of a talk in parts.

Send Two Copies

Email a copy of the transcribed material as a Word document attachment to the Sakyong's editor, Emily Sell: media@kalapacourt.org. Unless otherwise requested, send all talks from the program at the same time, please. Label each talk as follows: date, name of program, place, talk number, i.e. **08.07.14 SMC Garchen Talk 1.doc**.

And Finally

Make sure Emily Sell is aware of your project and that Kalapa Recordings (same address above) has the **original** of the tape you are transcribing. **Master tapes may never, under any circumstances, be used for transcribing.**

Keep track of the tapes and transcripts you are working on and make sure to return all materials.

Note that **no reproduction or distribution of raw transcripts is permitted.** You may keep a hard copy for your center's files, but unedited transcripts **may not be circulated.** Under no circumstances may an unedited transcript be edited, excerpted, or published in any form, including in a local newsletter or bulletin. For more information contact Emily Sell, media@kalapacourt.org.

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