



Interview Transcription Rules

The following guidelines and rules are mandatory when writing a Qualitative Master Thesis at the Department of Human Resource Management & Organization.

1. Basic formal guidelines

- **font:** Times New Roman, 12 pt.
- **margins:** top: 2.5 cm, bottom: 2.5 cm, right: 2.5 cm; left: 2.5 cm; block format
- **spacing:** 1.0
- **page numbers:** top right (numbering restarts at 1 for each interview)
- **language:** transcribe in the language the interview has been conducted in.
- **submission format:** please send your interview transcripts as a single PDF via email to your contact person. You do not have to send the interview transcripts to the examination office.

2. Rules for transcribing

General rules

- Transcribe literally; do not summarize or transcribe phonetically.
- Every contribution by a speaker receives its own paragraph.
- The timestamp and speaker label are placed together on a single line above the paragraph.
- The interviewer is marked by "Speaker 1", the interviewee by "Speaker 2".

00:13:12 Speaker 1

xxx

00:14:25 Speaker 2

xxx

Rules on anonymization

- All information that could reveal the identity of a person (e.g., names, company name etc.) must be replaced with XXX.
- Interviews must be anonymized before uploading them to ATLAS.ti for analysis.

Rules on language

- Dialects are to be accurately translated into standard language.
(If no suitable translation exists for a word or expression, the dialect is retained.)
- Informal contractions are not to be transcribed but approximated to written standard language. (E.g., “gonna” becomes “going to” in the transcript.)
- Incomprehensible words are indicated as follows: (?)
If you assume a word but are not certain, place it in brackets with a question mark, e.g., (Horbonyme?).

Rule on style

- Affirmative utterances by the interviewer, like “uh-huh, yes, right,” etc., are not transcribed.
- Emotional non-verbal utterances of the interviewee that support or elucidate statements are transcribed in parentheses: e.g. [laughter].
- Word doublings are only transcribed if used for emphasis, e.g., “This is very, very important to me.”
- Words emphasized by the interviewee are CAPITALIZED.
- Half sentences are indicated by a slash /
E.g.: “I think the main challenge is / For me, it is really important to find the right balance between speed and quality.”
- Pauses are indicated by suspension marks: ...