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Human Resource Management & Organization

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Interviews: Audios & Transcripts

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

1. Audios

Because the audio recordings constitute the primary source material underlying a Qualitative Master Thesis, their preservation is key when it comes to the fundamental principles of research integrity, transparency and verifiability. For that reason, the audio files must be made available to the department via a data upload. For detailed information on where to upload the audios please consult your contact person at the department. Please note that the audio files are not part of the Master thesis and should therefore not be submitted to the Examinations Office.

2. Transcripts: 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 (English or German).
- **submission format:** Please compile all interview transcripts into a single PDF file and send it via email to your contact person. Also the transcripts are not part of the Master thesis and should therefore not be submitted to the Examinations Office.

3. 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 MAXQDA 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: …