

**APPENDIX C**

**TRANSCRIPTION PROTOCOL**

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\*\*\*\*\* If it is not listed here, use normal orthographic conventions \*\*\*\*\*

When transcribing, double-space the interview material. This makes it easier to spot mistakes, and it also simplifies the process when you go back to the file to extract data.

The main purpose is *authenticity*!!

### **The Prime Directive:**

**As a general rule we are distinguishing morphological variation only, not simple cases of phonological variation.**

**In the case of ambiguity, we use standard orthographic conventions.**

**Note: interpreting what is phonological and what is morphological variation is often not clear-cut! See section 1.5 for details.**

## **1. TRANSCRIBING CONVENTIONS**

### **1.1. Assignment of pseudonyms**

Chose a name that approximates the original in terms of first letters of the name, ethnic identity, etc., and choose a last name in the telephone directory, that is found near to the actual last name

e.g.	Daniel Johnson	<i>David Jones</i>
	Susan Howard	<i>Sarah Howend</i>

### **1.2. Interview identification**

#### **1.2.1. Protocol for beginning an interview**

(Neighbourhood, informant pseudonym(s), age, initials of informant pseudonym(s)  
<space> speaker number, initials or names/titles of other participants <space> speaker  
number, actual tape numbers of whole interview, version)

skip line

skip line

(Tape XXXA)

When beginning a new side or tape, skip a line after the end of the first side, write the  
new tape number and side, skip another line and begin transcribing the next side.

*Example:*

(Toronto, Jean Dixon, 68, JD 008, AW 1, husband 7, Tape 005, correction 1)

(Tape 005A)

[1] Yeah, we're on. Now cousin-Jean- [008] When I was around fifteen years old- [1]

Having finished the first side of an interview, ensure that the tape counter number is  
included in the transcript to make it clear that side B is starting from 0.0:

e.g., (Tape ends side A)

Things to remember:

1. If interview reports are sparse, add any pertinent additional information  
gleaned from the tape.  
*Note:* supplementary information should always be placed in round  
parentheses (xxx).
2. Spell-check each file before labeling it as finished.
3. Spelling should be in Standard Canadian format. Updates on spelling less  
common words will be periodically placed in Section 2.4

When starting a second tape from an interview, the transcription can go in the same file  
as that of the first tape. Be sure, however, to include the full tape number and side.  
Leave two spaces between the tape number and what comes before and after.

e.g., (Tape 006A)

### 1.2.2. Single digits refer to interviewers and other participants.

[1] Janice Stokes	[6] Jonille Clemente
[2] Desiree Wilson	[7] Sonja Molfenter
[3] Craig Miller	
[4] Misty Lynch	
[5] Matt King	

**Other participants:** if an interview has other participants, always start each with the number [8].

[8] brother's friend

**Informants:** Three-digit numbers refer to informants; the first of these is always 0. See the informant key to find the correct speaker number.

e.g., 001, 010, etc.

## 1.3. Conventions for oral discourse phenomena

### 1.3.1. False starts

whole word-  
partial word--

### 1.3.2. Hyphenation

**Hyphenate tags:**

and-everything  
I-don-t-know  
and-stuff  
and-stuff-like-that  
you-know  
or-whatever  
and-things-like-that  
type-of-thing

**Hyphenate exclamations and fixed expressions:**

and-so-on  
believe-it-or-not  
fair-enough  
from-then-on  
from-then-on  
I-don-t-know  
kind-of-thing

sort-of-thing  
 so-and-so  
 to-be-honest  
 to-cut-a-long-story-short  
 you-name-it

### Hyphenate names of people, places, institutions, songs and games

Bank-of-Montreal, T-D-Bank, etc.  
 Bert-and-Ernie  
 Bloor-Street-West  
 Bob-Dylan  
 Eaton-Centre  
 Hummingbird-Centre-for-the-Arts  
 Santa-Clause  
 sister-in-law  
 University-of-Toronto  
 etc.

We don't want to over-hyphenate, or waste time worrying about whether something should be hyphenated or not. Remember, the ultimate is authenticity, not hyphenation! When in doubt, **leave out the hyphens**.

#### 1.3.3. Hesitation words

These, and only these!!

Form:
um
ah
oh

#### 1.3.4. Legal fillers

These, and only these!!

Form:	Meaning/Description:
eek!	exclamatory
eh?	question (often tag)
euh	expressing distaste
hm?	question
huh	question filler
mm	1 syllable filler meaning 'yes'
mm-hm	2 syllable filler meaning 'yes'
ooo!	expressing surprise

ouch!	expressing pain
oops!	exclamatory
phew	relief
shh	as in telling someone to be quiet
uh-huh	2 syllable filler meaning 'yes'
uh-uh	2 syllable filler meaning 'no'
whoa!	exclamatory
whoosh!	as if straight over someone's head, ignoring someone
wow	expressing awe
yeah	meaning 'yes'
yup	meaning 'yes'
yes	meaning 'yes'
yay!	excitement

### 1.3.5. Pauses

Represented by an ellipsis (...). *Only use this if there is an audible silence.*

### 1.3.6. Reported speech

Should be put in quotations, according to standard English punctuation.

e.g., she's like "I totally don't want to do this."  
I'm thinking "No way I'm going in there."

### 1.3.7. Spelling/abbreviations/brand names

Hyphenate the letters in lower case when the informant is spelling a word.

e.g., c-a-t

Hyphenate the letters in upper case when the informant uses an abbreviation or a brand name which is said with letters:

e.g., D-K-N-Y  
S-P-C-A

## 1.4. Other forms

### 1.4.1. Deleted first syllables

Represent with an apostrophe

'bout (= about)  
 'cause (= because)  
 'course (= of course)  
 'kay (= okay)  
 'til (= until)

#### 1.4.2. Contraction of copulas and modals

Represent with a space, and then apostrophe + contracted form

e.g., Bill 's  
 you 're  
 we 're  
 we 'd  
 I 've  
 she 'll

NB: CONCORDEE will pull out the contracted copula or modal separately from the 'stem'  
 e.g., **she'll** will come out in the cat. file as **she** and the contraction **'ll**, allowing easy  
 access to contracted copulas etc.

<b>Contraction of GOT + TO</b>	>	<b>gotta</b>
<b>Contraction of WANT + TO</b>	>	<b>wanna</b>
<b>Contraction of OUT + OF</b>	>	<b>outta</b>

If these forms are contracted, represent as such. In other words, differentiate between 'I  
 got to go' and 'I gotta go', etc.

#### 1.4.3. Possessive pronouns:

Enter as 'his', 'their', etc. (i.e. if it sounds like they said 'he brother', transcribe 'his  
 brother', as this is a phonological process). In other words, treat these as  
 monomorphemes.

#### 1.4.4. Plurals of numbers

No apostrophe or hyphen

e.g., ones  
 twos  
 sixes

#### 1.4.5. Nonstandard plurals, 3p sg. -s and past tense

Represent these orthographically as they were produced: e.g., *feet* vs. *feets* vs. *foots*

## 1.5. Linguistic Detail

### 1.5.1. Plural morphology

Distinguish between unmarked and marked plurals

e.g., *two boy / two boys*

### 1.5.2. Present tense (3rd person singular)

Distinguish between marked and unmarked 3<sup>rd</sup> person singular -s,

e.g., *he says / he say*

### 1.5.3. “‘g’ dropping”

Do not represent (i.e., *dropping* not *droppin*).

### 1.5.4. Was vs. were

Use standard orthography unless you hear an unambiguously nonstandard form.

e.g., I we[r]e , you wa[z]

When the example is unclear and could be either *was* or *were* **due to the context**, transcribe it as best you can according to the vowel quality and make a note of it in the examples file.

e.g., 016/681: [1] My-Lord, were you fella poor. Were there any white people in the school with you?

Standard (vernacular) English (at least in some dialects) would allow *was/were* alternation here. Transcribed as *were* because of the vowel quality.

### 1.5.5. It’s vs. Is

When speakers use [Iz] for it’s, represent it as is.

### 1.5.6. Neutralization contexts

When a regular past tense form precedes an alveolar stop, or a plural or third person singular -s precedes a sibilant, write the standard (marked) form.



e.g.,        He walke[d] [d]own the road.  
               We use[t] [t]o go there a lot.

### 1.5.7.      Initial th- deletion (them vs. him vs. ‘em)

If the word was pronounced [m] write *them* or *him* if you know the referent. If not, and only then, write ‘em.

### 1.5.8.      Metalinguistic commentary

Must represent this differently from standard orthography

e.g.        dat (metalk commentary = that)

## 2.      Appendix

### 2.1.      Words with two spellings

Use the following spellings:

axe  
 barbeque  
 bologna  
 centre  
 cheque /chequebook  
 coloured, labour, etc.  
 dominos  
 grey  
 Halloween  
 hiccups  
 Mom  
 shebang  
 shenanigan(s)  
 schtick  
 tai-kwando  
 through (not thru)

### 2.2.      Malapropisms

Include any malapropisms that speakers might say.

e.g.,        supposebly (supposedly)  
               laxadasie (lackadaisical)  
               bourgeois (bourgeois)

### **2.3. Decisions on hyphenation**

As a general rule, words that one should wish to come out in a catalogue list as a single unit should be hyphenated. This applies to the names of shops (e.g., Macdonald-s), special days in the year (e.g., New-Year-s-Day), place names (Niagara-On-The-Lake), etc.

a lot  
 a-card-and-a-half  
 after-effects  
 air-conditioning  
 all-day  
 all-in-all  
 all-night  
 all-the-rest-of-it  
 alright  
 any how  
 anytime  
 art-school  
 as-such  
 assistant-district-commissioner  
 awhile  
 B-and-B  
 back-to-front  
 bad-books  
 bad-times  
 baked-potato  
 bank-holiday  
 beck-and-call  
 bed-and-breakfast  
 bed-of-roses  
 big-headed  
 big-ish  
 big-wide-world  
 bit-by-bit  
 bisexual  
 bits-and-pieces  
 boarding-house  
 bollocks (verb)  
 bonus-scheme  
 bottle-opener  
 boxing-day  
 boy's school  
 breakfast-time  
 brother-in-law  
 building-site  
 business-men  
 bullshit  
 by-golly  
 camp-bed  
 carpark  
 cat-and-mouse  
 cattle-market  
 cerebral-palsey  
 chain-store  
 checklist  
 checkout-girl  
 check-up (noun)  
 chequebook  
 chief scout  
 christmas-day  
 christmas-eve  
 christmas-paper  
 citric-acid  
 city-commissioner  
 coffee-service  
 cold-water tap  
 comfort-eating  
 coordination  
 couch-potato  
 countryside  
 covered-in (adj.)  
 dance-halls  
 daytime  
 day-trips  
 dead-end  
 dead-head (Grateful Dead fan)  
 doo-dah (thing)  
 door-to-door  
 double-hitter  
 double-time  
 Down's-Syndrome  
 down-below  
 down-to-earth  
 downward-turn  
 dressing-gown  
 driving-school  
 earl-grey (tea)  
 early-days  
 elementary-school  
 etcetera  
 every time (not everytime)  
 every week (all 'every' words to  
 be transcribed as two separate  
 words except everything,  
 everybody and everyone)  
 evil-keneevled  
 eye-to-eye  
 eye-opener  
 fair-enough  
 fifty-fifty  
 first-of-all

first-world-war	handouts
five-foot-six (and other heights, years, etc.)	hands-on
fixer-upper	hard-done-by
flower-power	head-first
forty-winks (sleep)	head-lamp
four-by-four	head-office
four-hundred-pound	head-on
four-wheel-drive	head-start
fridge-freezer	head-to-head
front-door	head-waiter
full-grown	headstone
full-time	healthcare
garden-centre	heart-attack
gas-lighting	heart-breaking
gaydar	helpline
gentleman-type	high-school
German measles	hip-hop
German-Jewish	hocus-pocus
get-together (noun)	hoity-toity
girls'-school	home-coming
girly-type	home-made
goodbye	home-office
good-looking	homesick
good-times	hopscotch
goody-goody	hot-box/hot-boxed (verb)
grade-one, etc.	hot potato
grade-school	hot-water-bottle
grandma/grandmother	housing-association
grandpa/grandfather	hugger-mugger
grand-prix	hunky-dorey (O.K.)
grow-op	hush-hush
grown-up	ice-box
guard-room	icecream
gun-fire	icecream-parlour
half-arab (and description inc half e.g. half-chinese etc)	icecream-van
half-brother	ice-house
half-decent	ice-packs
half-past	ice-rink
half-term	I-E (i.e.)
halfway	in-and-out
hallway	in-a-sense
hammer-head	in-laws
hand-held	in-line
hand-made	in-thing
hand-me-downs	income-tax
hand-written	inner-city
	inner-soles
	inter-breeding

into (prep.)  
 jack-of-all-trades  
 jay-walk  
 jet-setter  
 jukebox  
 jumped-up (adj.)  
 key-ring  
 la-di-da  
 lamp-post  
 lampshade  
 lawn-bowling  
 lawn-mower  
 left-wing  
 letdown (noun)  
 lie-down (noun)  
 lifestyle  
 light-headed  
 living-life  
 living-room  
 long-term  
 loud-mouthed  
 lovey-dovey  
 lunch-time  
 made-up  
 mail-order  
 managing-director  
 mega-rich (and inc descriptions of  
 this form e.g. mega-scared, mega-  
 in-debt etc.)  
 merchant-navy  
 mid-management  
 Mill-Mount  
 mind-blowing  
 mind-bogglingly  
 miner-type  
 money-grabber  
 money-maker  
 more-or-less  
 motherfucker  
 mountain-biking  
 name-dropping  
 ne'er-do-well  
 nevermind  
 new-year-s-day  
 newly-weds  
 next-door  
 next-door-neighbour  
 next-time (inc first-time, last-time,  
 half-time, night-time etc)  
 night-life  
 night-owl  
 nightdress  
 nighttime  
 nine-day-wonder  
 no-more (as in I won 't do it no-  
 more)  
 non-existent  
 no one  
 now-and-again  
 nursing home  
 o-clock  
 oak-bark  
 of-age (as in coming-of-age)  
 off-limits  
 off-the-beaten-track  
 office-work  
 old-fashioned  
 old-peoples'-home  
 olden days  
 on to  
 open-heart-surgery  
 ouija-board  
 out-of-date  
 out-of-this-world  
 outhouse  
 outrun  
 outsiders  
 outworkers  
 over-kicked  
 over-the-moon  
 overcoat  
 overnight  
 oversea(s)  
 overseas  
 P-E (physical education)  
 pain-killers  
 part-analysis  
 part-and-parcel  
 part-time  
 pay-phone  
 peanut-butter  
 percent  
 phone-number  
 phonecall  
 pick-axe

pick-up (truck)	secondary-school
pillowcase	self-control
pin-prick	self-employed
pinpoint	self-importance
pins-and-needles	semi-private
piss-taking	senior-citizen
platform-side	senior-school
playground	setback
playgroup	sewing-machine
playmate	shell-shocked
point-of-view	shit-hole
post-office	shitloads
pot-belly	short-sighted
power-saw	shortcake
power-steering	shortchange
pre-old-age	shortcut
pre-war	sick-to-death
public-school	sightseeing
pully-shafting	sign-on
push-chair	sing-songs
queen-of-sheba	single-deckers (bus)
quicksand	skipping-rope
rat-race	sky-high
record-player	snow-job
red-faced	snowstorm
repair work	so-and-so
reserved-occupation	soaking-wet
rheumatic-fever	sometime(s)
right-hand-side	son-of-a-bitch
right-of-way	sort-of
roadside	spina-bifida
rock-and-roll	spring-chicken
rocker-base	spring-clean
rolled-oats	standoffish
round-about-way	state-of-the-art
Royal-Family	steam-engines
scarlet-fever	step-class (step aerobics)
school teacher	stillbirth
school-days	stir-frying
school-ground	storybook
school-house	storytelling
school-work	student-union-owned
school-yard	such-and-such
scott-free	sump-pump
scout camp	Sunday-school
scrubbing-board	sundown
seasick	swimming-pool
second-hand	t-shirt

tailor-made  
 tax-bill  
 tea-service  
 tea-time  
 Tech-college  
 tee-off  
 teeter-totter  
 tennis-shoes  
 third-hand  
 thirty-odd  
 three-piece (as in suit)  
 three-piece-suit  
 three-wheeler (as in three-wheeler  
 car)  
 thunder-storm  
 time-and-a-half  
 time-of-day  
 times-of-crisis  
 tongue-in-cheek  
 tongue-twister  
 townhouse  
 truckload(s)  
 type-of-thing  
 under-age  
 University-of-Toronto, etc.  
 up-the-road  
 up-to-date  
 uphill  
 ups-and-downs  
 upside-down  
 vice-versa  
 waiting-room  
 wall-papering  
 wall-to-wall  
 war-effort  
 war-paint  
 war-time  
 wash-up  
 weekend  
 well-constructed  
 well-kept  
 well-known  
 well-paid  
 well-to-do  
 wheelchair  
 wheeler-dealer  
 whiplash  
 whooping-cough

wide-awake  
 wide-open  
 winter-time  
 work-planning  
 work-study  
 workers'-reps  
 working-class  
 working-men's-club  
 workplace  
 worldwide (?)  
 world-wide-web (?)  
 worldly-goods  
 Yellow-Pages  
 York-in-Bloom (annual spring  
 flowers)  
 young-faced

#### **2.4 Names, nonce words, and other things with weird spellings**

bachelor  
 blah blah blah  
 frigging (intensifier, it was  
 frigging cold)  
 grandad  
 meself (myself)  
 metro  
 nana  
 nowadays  
 okay  
 picnicking (to go for a picnic)  
 realise  
 settee (couch)  
 shitty  
 video-tape  
 weeny (to be small in terms of  
 size)  
 yack (vomit; verb)  
 yeah