



Outsource Typing

Virtual Assistant & Transcription Service

[Filename]

Speaker Key:

JB JOE BLOGGS

NOTE: This style of transcript is popular for podcasts and webinars, but it could also be used for one-to-one interviews or multiple speaker interviews.

0:00:00	INTERVIEWER	The interviewer's questions are typed here, and the interviewer is helpfully identified in the middle column adjacent to the time-stamp. The text is not typically justified (i.e. square up against the right-hand outer margin), but this can be amended if required, depending on your preference.
0:01:15	JB	Each speaker has a new cell to separate the speech and it is fully time-stamped. If you require time-stamping at regular intervals (e.g. every 10 minutes, depending on the length of the audio), this can be inserted in a new row in bold (see below). The speakers can be identified by first name and surname in the speaker key and then each time they speak by initials in the margin. Please ensure to get consent from all parties before identifying by first name and surname.
0:10:00		
0:10:01	JANE	Speakers can also be identified simply by first name with no mention of a surname, but you will still need to seek formal consent prior to using the first name as an identifier as this may still reveal the true identity of the speaker based on other information within the transcript itself.
0:10:20	MALE SPEAKER 1	Where you wish the speakers to be anonymised, MALE SPEAKER 1, MALE SPEAKER 2, etc., FEMALE SPEAKER, 1, FEMALE SPEAKER 2, and so on, will be inserted into the left margin to identify the speaker. The numbers correlate to a particular individual and so each time that individual speaks their number will be associated with their identifier.