



Outsource Typing

Virtual Assistant & Transcription Service

Speaker Key:

INTERVIEWER

[Name]

JB

Joe Bloggs

INTERVIEWER:

The interviewer's questions are typed here, and the interviewer is helpfully identified in the left-hand margin. 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.

JB:

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.


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.

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.

[END OF TRANSCRIPT]



NOTE: This style of transcript is ideal for interviews where there are several participants

Further information and options of how your transcript can be produced can be found [here](#)