

Research Interview Transcription Checklist

A simple preparation guide for postgraduate students and researchers conducting recorded interviews.

Before Conducting Interviews

- ☐ Check your recording device is working properly
- ☐ Test audio levels and microphone placement
- ☐ Choose a quiet location where possible
- ☐ Ask participants to speak clearly and avoid talking over each other
- ☐ Confirm that participants have given consent for recording

Good audio quality makes transcription faster and more accurate.

After the Interview

- ☐ Save the recording immediately
- ☐ Create a backup copy (cloud storage or external drive)
- ☐ Rename the file clearly (for example: Interview 01, 02, etc./Project Name, 01, 02, etc.mp3)
- ☐ Make brief notes about the interview while it is still fresh

These steps help keep research data organised.

Preparing Recordings for Transcription

- ☐ Check the audio file plays correctly
- ☐ Note how many speakers are present
- ☐ Make a list of any unusual names or terminology
- ☐ Decide whether you need **verbatim** or **cleaned-up** transcription
- ☐ Estimate the total length of recordings

Providing this information helps transcription run smoothly.

If You Plan to Transcribe Interviews Yourself

- ☐ Allow **4–6 hours to transcribe each hour of audio**
- ☐ Schedule transcription time into your research timeline
- ☐ Use good headphones and a transcription tool
- ☐ Take regular breaks to maintain accuracy



Many researchers underestimate how time-consuming transcription can be.

If You Plan to Outsource Transcription

- ☐ Check confidentiality and data handling policies
- ☐ Ask about formatting and speaker identification
- ☐ Confirm turnaround times
- ☐ Request a quote based on recording length

Professional transcription can help researchers focus on **analysis rather than typing recordings**.

Final Tip for Researchers

If your project involves multiple interviews, it's worth checking whether **transcription costs can be included in research funding** through your department or graduate school.

Outsource Typing provides professional transcription services for qualitative research interviews, focus groups and academic projects. For more information visit www.outsource-typing.co.uk.