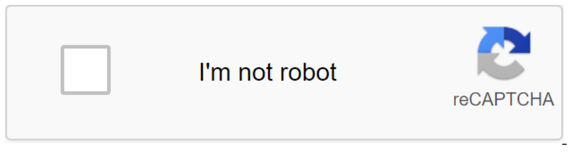
Crowdsurf general guidelines



Continue

Use this as a quick link guide, see the full guidelines here for more clarification. Verbatim's pure transcripts transcribed audio content in the same way as they did, but don't leave without influence (a. ,,, yes); word filler (hmm, you know how); stutters, stutters, unnecessary repetitions, and false starts. I was um, uh, the va-wait outside was getting I was waiting outside. Me, me, this, this, it was in two, 2000, and, 2015 is getting it was in 2015. It was like, you know, a pretty boring experience getting it was a pretty boring experience. Transcribe is the full word (rent instead of rollin', their instead of 'em, well, not 'kay' if the approved slang term (Kuz, you want, etc.) are listed here. Use video to guide formatting and spelling. If the speaker refers to a term or phrase, format it as shown on the screen. Use Google to find unknown terminology or names. If in doubt, guess the word and ask it with /g (radiology/g). Speaker changes Every time there is a new speaker in the media, point to changes with a double chevron like this: Hello Amy. Hello, Charlie. There is no need to use a double chevron for the first speaker, only with each subsequent change of speakers. Use speaker changes to indicate a change in speakers with human sounds such as LAUGH, COUGH, APPLAUSE etc. No need to change speakers with non-human sounds like introductory music, MUSIC or silence (BLANK_AUDIO). Grammar and punctuation End all HITs with proper punctuation if you are sure that the speaker is the middle of the word or the middle of the sentence and will continue to speak. Use the correct punctuation whenever possible, make the transcripts as readable as possible. Use only a dash to indicate a mid-sentence (Jiminy Creek) interruption by another speaker. Disappointed punctuation. Use only quotes, commas (;) or the colon (:) represent the name, proper noun or computer programming code displayed in the media. If in doubt, do not use these punctuation. Do not use ellipses (...) or em-dashes (--). When possible, break up run sentences with proper punctuation. Remember, your transcripts will become signatures for the deaf and faint-hearted. Think about how the sentence will appear on the screen. Sound tags and labels All plot-appropriate audio content must be recorded in the transcript. One tag for a continuous period of sound. Use shortcuts to insert tags to indicate certain sounds or empty parts of sound. Use bbb (for BLANK_AUDIO) when there is no sound for more than 2 seconds in the clip. Identifying empty parts is important for the correct time of subtitles. Use mmm (for MUSIC) to refer to music and singing in the media There is no need to use this for background music, acting simultaneously with speech. You can be instructed based on work to decipher the lyrics of the song, but if in doubt, use only the MUSIC tag. Transcribe as much as possible. Use iii (for INAUDIBLE) when media information Use uuu (for UNKNOWN) if you can't decipher a word or term, but it's audible. Use sss (for SOUND) for different sounds in the media (shots, beeps, animal sounds, engine noise, etc.). Do not use sss for static in recording unless it is sharp and significant (when the only sound is static, use bbb for BLANK_AUDIO). Mathematics, science and computer numbers from zero to ten should be laid out, see all the exceptions here. Use numbers for numbers greater than 11 (400,000). Use numbers with a million and a billion and a trillion with an appropriate number (1 billion people). Use sequential formatting of the number in one sentence. For currency, use the dollar sign ($) when saying dollars. ($1 billion). Write down foreign currency (1 billion euros). Use a percentage symbol (%) Write a word if no number is associated with it (What percentage of people in the world are American?). Sigma, cosine, etc.). Use proper notation for web URLs (www.google.com when W-W-W dot Google dot com says), IP addresses (98.182.30.194), phone numbers (1-800-555-121 support@crowdsurfwork.com 2 Link to the full general guidelines here. Contact us ©CrowdSurf 2015 Back to the top of The CrowdSurf General Guidelines Section One- The Most Common Requirements Rule Instruction Example Pure Verbatim Transcription Your Transcripts provide signatures for deaf and slightly confused viewers! Transcript for Audio content in exactly the same way as heard, but do not leave Disfluencies (amm, yes); Word filler (hmm, you know how); Stutters, stutters, unnecessary repetitions, and false starts (where the speaker changes the idea mid-sentence). Exceptions: Nonconservative repetitive phrases should not be removed Leave intentional repetitions in the transcript. Use the correct American English spelling and grammar. No exceptions. When deciphering the dialogue, leave all the words of the filler that interrupt the main speaker. You can be directed to transcribe True Verbatim (transcribe exactly as it is said) in workplaces with special guidelines pop-ups say: me, me, this, it is, it was in two, 2000, er, 2015. Transcript for: That was in 2015. Says: Man 1: Me, me, I was um, uh, va-waiting outside, and it was so cold, I know? The sky was the color of slate- Man 2: Hm.Person 1: And I had this idea to transcribe as: I was waiting outside and it was so cold. The sky was the color of a slate, and had was the idea, Say: You know what we do when we have text files, CSV files? Transcript as: What do we do when we have text files, CSV files? Says: If you run it at too high a power engine per/min like 1201 rpm, you burn the rear tires. Transcript as: If you run it on on High power engine rpm, like 1201 rpm, you burn the rear tires. I don't think, Paul, I don't think so. Transcript as: I don't think Paul, I don't think it's a case of Transcript for Start of HIT End HIT Always capitalize on the first letter of the first word in HIT, even if it's not the beginning of the sentence. Always close HIT with a period if you're not sure if it's the middle of the offer and then leave it open or with a comma. Never close the blow dash (-or--) or ellipses (...). Send a report. I need it by tomorrow morning, we'll call them tomorrow. Transcript for Style Consistency Is Key! Use video to guide style, formatting (i.e. capitalization) and writing in the transcript. If the speaker refers to something on the screen, transcribe it as shown on the screen. Transcribe elements of the computer interface as they appear on the screen. The format of the Proposal Beginning punctuation Breaks Dialogue Interval Sentence Breaks Always capitalize the first letter of the first word. Separate offers with period. Use a dash to indicate a sharp interruption in the middle of a sentence by another speaker. Never use a dash to indicate a stutter. Leave the stutters in the net verbatim. In conversational dialogue, verbal tics (e.g. habitual mm-gms) are not transcribed, interrupting the sentence of the main speakers. Use the same space between sentences. Break down complex sentences and, where possible, connect the fragments into complete sentences. Do your best to make consistent suggestions from speaker speech patterns. It is perfectly acceptable to start the offer with and or so in CrowdSurf transcripts. So tomorrow we'll see the Challenger- and Yes, Challenger Jobs Report. But before I can do the installation, I'm going to make sure the server is up. And work and then transcribe like: But before I can do the installation, I have to first make sure that the server is running and then said: Now you can see that again we have, you know, a preview going on, if I click submit you can see that it does not, do uh, it does not make a request, and the request line, you can actually see that when I click to submit, and in fact, it's going to, you know, make a request network in the background. Transcript as: Now you can see that once again we have a preview going on. If I click to submit you can see that it does not make a request and the request line. You can actually see that when I click to submit, in fact, it's going to make a network request in the background. Names and Industry Jargon Use CrowdSurf Glossary to help with technical terms. All names of people, products and companies should be written and formatted correctly. If not sure spelling, Google word. Capitalization of all the same names and proper noun. Exception: Some companies, software and other names are not capitalized or contain unique names with numbers, etc. to represent them as they present themselves. Note that the logo is a separate individual company name. Massachusetts, freemium People working at Apple are very good. W3 Connection is there. My iPod is broken. Speaker Changing The Flag for Multiple Speakers Tasks Every time there is a new speaker in the media, point to a change with a double chevron, if only one speaker, don't use qqt; in the transcript. If more than one person speaks at the same time, use your best judgment on where to put the qqt. When you don't t scroll the dialogue because of overlap, use CROSSTALK. Use the change in speakers with human sounds such as LAUGH, COUGH, APPLAUSE etc. Hello, Charlie. Hello Amy, how are you? Just a lovely Charlie. Do not use quotes (;), Colon (:), ellipses(), em dashi (--) in the transcripts of CrowdSurf. Exception: If specifically shown on the screen in the title or line of code, then these punctuation marks can be included. sound, music or non-verbal noises. Use bbb (for BLANK_AUDIO) when there is no sound, silence or non-appropriate sounds (such as static) for 2secondsor morein clip. Use mmm (for MUSIC) to refer to music and singing in the media. Don't use this for background music while you're holding on to the speaker. Insert a music tag when there is only music or song for 2 seconds or more in the media. Use speaker changes with ccc (for COUGH), lll (for LAUGH), aaa (for APPLAUSE), etc. Use sss (for SOUND) or nnn (for NOISE) for different, plot-appropriate noises in transcripts. Use Aah! to point out the cry. Check the sound settings before sending BLANK_AUDIO. All sound tag labels are available on the right side of the media tool. Don't make up your own tags. Said: I know that we all want to work toward equality, (the audience applauds for a second or two, overlapping the next speaker word or phrase), but it's not always easy when transcribing like: I know that we all want to work toward equality, but it's not always easy when static in audio ignore it. Don't enter sss to indicate sound. If the clip is nothing but static, then use bbb. (BLANK_AUDIO) Noisy lecture halls ignore this. Don't enter sss or nnn to mark the noise. (This has nothing to do with the content of the lecture) If the clip contains an incomprehensible crowd noise, please use bbb. (BLANK_AUDIO) Audio questions and cut off words If sound quality is too challenging, please miss HIT. If the word about obviously based on the part you've heard and the context of the sentence, then complete the word. If you can't discern the word abbreviation, enter iii or INAUDIBLE. If the word is cut off at the beginning and you can't hear it, don't hang anything. Back to the top of the 2-spelling and grammar 1. Accepted Spellings as Part of Clean Clean transcripts, spelling should adhere to the following rules: Correct wrong example All right OK, are we ready to get started? Good/OK button Kay, OK, Mkay Good when you're ready to come to the top click OK. Mmm Mmm Hmmm, Mmm, Mm-Hmm, I agree. Um. Oh, oh, yeah, my ear, I get it. Use webinars for classes, presentations, sales, etc. Accepted slang Our system will automatically correct the following slang terms, transcribed them as pronounced. Example: the speaker says kinda, transcribe as kinda not kind. If they talk sort of, transcribe as a kind. If you are not included in this list, please rewrite the full, correct word as shown in your favorite dictionary. Example: the speaker says em, always transcribe like them. Correct Wrong da Ya, yes Cuz Reason, cus Yep Yip, yeap going Going To Kinda Sorta Kind of Want Gotta Got to Go Back to Top 3. An example of instructions to reduce the rules We will be against Well 1. We'll be cutting we will, without the apostrophe, well, has another meaning. 1a. I'll see you in the morning. 1b. You have done well on this assignment. Allows vs Lets 2. Let's shorten for let's, without apostrophe, allows, is synonymous with lets. 2a. Let's go to the beach tomorrow2b. This ski pass allows you to ski all season. I'm against Im 3. I shorten it myself, im and I'm wrong. 3. I'm looking forward to the weekend. Shouldve against should 4. Shouldve is a reduction should have if it is not correct. 4. You had to be there, it was amazing! who's against whom 5. who is the abbreviation, who is, who is possessive about whom. I know a woman whose children study there. Who is it? Back to the top 4. Homophones Rule InstructionExampleIts It's Short of Words It. It's an attractive prolation. It's cold today. The dog is looking for its owner. Your youre Word is your possessive shape you are shorthand for the word you are. Your dog is so playful. You are welcome. There's their use there when it comes to location or direction. Use them to indicate possession. They are the abbreviation of the words they are. Is he there. I accidentally crashed into their car. They'll be happy to hear the good news. Too two to indicate direction or action. Too means also, very or excessively. Two is a number. Please go to the store. This class is too complicated. I have two young children. Then what then relates to time. What is commonly used to refer to comparisons. He was going to leave, but then he got distracted. It's more useful than you. Back to the top of the three-punctuation rule instruction is an example of Common Punctuation Using proper punctuation whenever possible. Start all HITs with a capital letter, finish all THE HITs with a period. Exception: If you are sure that HIT ends in the middle of the offer leave the offer without punctuation. Disappointed punctuation marks Em-dash - Ellipses 1ing ; Colon : Exception: When punctuation is displayed on the screen in the software, formatting on the screen takes precedence over punctuation rules. I just read The Hunger Games. She said that my email address is an email protected By Speaker Interrupt Use en-dash to indicate mid-sentence interruption to the second speaker Do not use en-dash if the speaker interrupts him/himself. Jimidiy Creek! Punctuation and numbers do not use apostrophes with age or decades. Do not use a dash with ranges of rooms, set out or through. The 1960s were an exciting time in the United States. You have to exercise every day for 30 to 40 minutes. Offer style and break points break into running offers. Join the sentence snippets. Think about how your suggestions will appear on the screen as video captions. Hint: Usually 40-60 characters is the optimal sentence length. Perfect transcript: Okay, now you can see that again we have a preview going on. If I click Send you can see that it does not make a request. Too long: Well, now you can see that once again we have a preview going on, if I click Send you can see that it does not make a request. Too short: Okay. Now you can see that again. We have a preview going on. If I click Send. You can see that it does not make a request. Back to the top four numbers write out numbers from zero to ten, numbers above ten represent with numerical numbers. The InstructionExampleWriting Out Numbers rule is zero through ten write out all numbers from zero to ten if they are not part of the following: Court Decisions (4-3), Sports Records (10-7-0), Height Measurements (6'9) Mathematical or Scientific Equations or Computer Code (transcribing, as seen in the slides of lectures) Time (12:15 p.m.) List (1. Register 2. Log up...) Biblical Links (John 3:16) Storage Units (1GB) Binary (0101) Dates (April 7, 2015) These are two ideas I want to share. Conversation: Twice two equals four. Shown on the screen: 2 x 2 and 4 Transcribe as: 2 x 2 and 4. Figures for numbers 11 and above Write numerically all numbers between 11 and above. For numbers above 999 999, replace a million, a billion, etc. for zeros. Wrong: This new policy will affect about 400,000 people in New Mexico. Their tour will stop in 21 cities across North America. The new policy will affect about 400,000 people in New Mexico. Shes gained 1 million new followers on Twitter. Inaccurate amounts of numbers for inaccurate numerical amounts set out figures. This applies when the speaker evaluates or uses an exaggeration that is not intended for an exact amount. Examples: a few hundred, a few thousand, a million said: We must collect a hundred dollars. Transcript for How: We Must Raise $1.5 million He said: The team collected a few hundred dollars. Transcript for: The team raised a few hundred dollars. Said: I have about a billion things to do today. Transcript as: I have about a billion things to do today. The range of numbers and consistency is not dash, always set out to use consistent formatting in sentences, use numbers (when at least one of the numbers is over 10) for quantity with related units, lists, or numbers with statistical relation. The president will need a 60 to 70% approval rating in the polls. Skip ahead from 10 to 20 frames and click Play. Order numbers first, second, third, etc. spell out the word from the first to the tenth. Use numbers for the 11th and up. I will be attending their second class on June 25. She was the first woman adopted in the 19th century. Roman numerals use Roman numerals to describe sequences as in wars, events or people. World War II, King John II, Super Bowl XLIX Percentage Use the figure followed if the speaker uses a percentage of the percentage. Exception: Don't use % if the number isn't related to it. 57% What percentage is correct do I need to get an A in this class? He said: There was a quarter-per-cent increase over previous years of an increase of twelve percent. Transcript for: There has been a quarter-per-cent increase over past years of an increase of 12%. Decimal number If the number is less than one, then use the lead 0 to the decimal point. 0.7 seconds, 0.5% Year No apostrophe is needed when referenced for a period of time. The 1980s, 60s Age don't add zeros when the link is age range or quantity. She's probably in her thirties. He wrote hundreds of pages. Back to the top of the five-Sound Fast Sound Fast to represent non-verbal media pieces. There are several rules to follow; Use sound tags to refer to sound, noise, music, or periods of silence in transcripts. One tag per continuous sound section. Transcribe all story-appropriate sounds, music, empty sound to describe audio content of the media. For example, if HIT primarily had a shootout with a music soundtrack playing simultaneously in the background, transcribed NOISE for a shootout, ignore the music. Enter a short code in all the lower letters mmm and all the tags in the upper register (MUSIC). Everything else will be wrong. Don't add punctuation after standalone sound tags. An example of the rule's Empty Audio Rule instruction is empty audio tags needed for the correct time video subtitles. Use when there is silence, no plot-appropriate audio, or just static in HIT. Example: If a professor flips pages, prints, writes on a board, or clicks on slides, it should be an empty sound, not a sound. Make sure the video is uploaded correctly and that the computer's audio settings are correct. OR use BLANK_AUDIO to indicate a span of 2 or more seconds or more without speech.bbb or BLANK_AUDIO Spoken: So now you see Ill add in twenty pixels (typing noise for 1 second) padding on each side (putting noise in 4 seconds) there you go on the screen: upholstery: 20px; Transcribe like: So now you see I'll add in 20px padding on each side. (BLANK_AUDIO) Indistinguishable audio (Try to use as rarely as possible) Notation can be used to replace a single word, a word, a phrase that cannot be heard. Incorrect examples of the format: iii, (iii), Iii, III, sp, sp?, sp, xx, x etc. iii or INAUDIBLE Crosstalk (two or more speakers speaking at the same time) Use when two or more speakers speak simultaneously and their words cannot be discernible. Wrong: TT, TTT, (??), etc. ttt or CROSSTALK Unknown (Try to use as rarely as possible) If you are completely unsure of the word, use uuu or UNKNOWN. uuu or UNKNOWN Guess that you are making a reasonable spelling guess based on sound or context. Phonetically spell the word and app/g through. Google for proper spelling before using /g. Onomatopoeia /g Laughter speaker laughs or giggles. It could be a sentence or a standalone tag. Use the change in speakers between laughter and the previous speaker. LAUGH Said: So I told him to let the asshole off (the second speaker laughs) or I'd arrest him before he could say boo Transcrib like: So I told him to asshole from the (LAUGH) (LAUGH) (LAUGH) or I'd arrest him before he could say boo. Music or singing Insert a music tag when there is only music or song for 2 seconds or more in the media. DO NOT insert a tag when music is playing in the background, at the same time as the speech. The lyrics should only be transcribed when a pop-up message specifically instructs you to decipher the lyrics. If in doubt, use only the MUSIC tag. mmm or MUSIC Sound (Heard phone beep, mechanical noises, various background sounds, sighs, nonverbal utterances, etc.) Use for different sounds. Do not use for static. Type bbb for all static or noisy sounds of the lecture hall. Don't insert a tag when the sound is playing in the background of the speaker. Don't create your own sound labels for specific noises or human sounds. sss or SOUND or nnn or NOISE Cough (cough or throat noise cleaning) Use for cough or throat cleaning, in the middle of a sentence or in a standalone sentence. Do not transcribe if coughing behind the screen (i.e. if an unidentified student coughs mid-lecture) Use the speaker to change the flag to distinguish between coughing and the previous speaker. ccc or COUGH Use a foreign language instead of any language other than English, even if you are able to understand a foreign language. You may be asked to copy English subtitles at the request of the Special Guidelines, in which case there is no need for a FOREIGN tag. Use the speaker flag to indicate a change in speakers, even if it's in a foreign language. fff or FOREIGN Says: He has a certain joie de vivre about it. Transcribe as: He has a certain joie de vivre about him said: Je vois pas trop le rapport avec Marseille, mais bon, je vais cliquer sur. Marcel dans le rn, and I! like: FOREIGN Applause Use for group applause or applause. Wrong format examples: applause AAA (applause) aaa or APPLAUSE Bleep Use only when the media bleeps over expletive. Don't use it if expletive is spoken in the media. Incorrect format examples: xxx (bleep) xxx or BLEEP Back to the top section of six-currency and Time Rule Instruction Sample Dollars and Cents not not not dollars use the $ mark to quantify the amount. When less than $1 use the $0.xx format. I owe you $12 for lunch tonight. The startup raised $1.2 million in the first round. The profitability is $0.50 per unit. Bucks If the speaker says bucks, not dollars, spell out the bucks. 25 bucks foreign currency When deciphering foreign currency, bring the word for it, not the symbol. I have just visited England and I have 100 pounds left from the trip. AM and PM Use AM and PM not morning and evening If time is for an hour, transcribed without:00 1:17 pm or 1pm 12 oclock If the speaker says oclock to transcribed it as heard. 12 oclock not 12:00 oclock Wartime If spoken as x hundred hours, use the format 00:00. 17:00 hours back at the top of the seventh section of Mathematics and Science Capture audio content hit in the transcript, use the video to guide your formatting of any numbers, variables or terms that the speaker references. Go for audio first, use the video for clarification. An example of the instruction of the Equation Rule rule is to transcribe the equation, as they say, to the speaker. Use video to guide formatting, intervals, and capitalization. Try to match your transcripts on the video as much as possible. Exception: CrowdSurf transcripts do not support the following characters: Subscriptions/superscripts (transcribed side by side p0) Greek letters (to spell out pi, ro) factions (two-thirds) Special characters like integral, derivative, square root. Conversation: The slope of the secant line through A, f A, and second point plus h plus h provides approximation when h small. Shown on the screen: The tilt of the secant line through (a, f(a)) and the second point (a q h, f(a'h)) provides approximation when h is small. Transcript as: The secant line tilt through (a, f(a)) and the second point (a q h, f(a'h)) provides approximation when h is small. Notation (,-,x, /) If not shown on the screen, transcribed the spoken word instead of the symbol. (In mathematical equations, still keep numbers as numbers, even if under the age of 10.) Multiply: 4 times 7 equals 28. Division: 28 divided into 4 equals 7. Adding: 2 plus 2 equals 4. Subtraction: 2 minus 2 equals 0. For all equations associated with exponential numbers, use the spoken word. 4 to the second equals 16 3 to 3 equals 27 Square Root 4 equals 2 x to nth equals 25 Negative numbers If not shown on the screen, for all mathematical notations associated with negative numbers, use the spoken word. 3 minus 4 equals a negative one. Trigonometry functions spell all trigonometry functions without shortening. sinus (sounds like a sign) cosine tangent cosecant compelling fractions for all mathematical notations involving factions, transcribe the spoken word. 1 plus 1 and two-thirds equals x. Variable All mathematical variables (a, b, c, x, y, etc.) must be written in the bottom if not shown in the video or specifically uttered by the instructor as a top register. Says: amm, e to 2 pi i to, m minus divided divided N. On the screen: e 2 i k (m - n) / N Transcribe as: e to the 2 pi i k (m n) / N Scientific Terminology, the correct name Research name or term to ensure proper spelling. Simply insert phonetic spelling of the term into your favorite search engine to check the spelling. Transcribe your best guesses and convince the word with/g if you're not sure. Leibniz notation Professor writing on board If the speaker is noisy while, flipping pages, writing on a board or projector screen, or any typical noises and everything else is silent for two or more seconds, transcribed as BLANK_AUDIO. Conversational: If we want to minimize J from theta (writes on board for 5 seconds), then also need to take derivatives on the screen: J () - Transcript as: If we want to minimize J (theta), BLANK_AUDIO it's good to take derivatives back to the top section of Eight-Computers and software Capturing audio content in the transcript, use video to guide the format of any buttons, inputs or other computer elements. An example of the Rule Shift Shift-click instruction to select all the files in the Alt folder (and other keyboard combinations) Alt If it sounds like: Keep alt, control, delete. Transcript as this: Keep Alt'Ctrl'Delete Option Option No N creates character. Cmd Press Cmd's (Mac) team cancel the latest action. Control Ctrl Click Ctrl (Windows) to cancel the latest action. Enter or Return Enter or Return Then Click Enter. Arrow up/arrow down Arrow up or arrow down Push the arrow up or arrow down the keys to enlarge or reduce the diameter of the pen. A comma spell of key symbols like comma Click Ctrl'comma to increase the size of the brush. Dot and file names When the speaker says the point IS NOT to outline it, transcribe it with a period. Transcribe the final version of the file name as it appears on the screen. My email address is protected by email: I've downloaded the P N G file with the image. Transcript as: I've downloaded image.png. Space Bar Space Bar F three (or any key function) to transcribe both the letter and the F3 double click double click double-click border symbol to open it in character editing mode. The OK button Follow the spelling and formatting shown on the screen in the computer interface. for example, capitalize on words that appear to be capitalized in a computer interface. Just that spelling, OK, when it comes to the computer team. I'm going to go to the Emulate tab, choose a mobile option, and then click OK. CamelCase and code formatting (Writing complex words or phrases, so that each word starts with a capital letter.) Watch the formatting on the screen in computer HI systems. If a line of computer programming code shows certain intervals, and punctuation, use the same in the transcript. I'll be using PowerPoint today. Use onCreate. Software names All software names and companies must be written correctly. If you're not sure, look it out to find the right spelling and formatting. Use CrowdSurf Glossary to help. Conversation: V M M was the first company to successfully virtualize x eighty-six architecture. Transcribe as: VMware was the first company to successfully virtualize the x86 architecture. Instructions along the way of the file When the speaker instructs the user to go to the menu or click a certain combination of keys, use the following conventions, with space on both sides of the zgt;. Conversation: Go to the file, then the documents and then open. Transcript as: Go to file the documents of the Open Back at the top of the Nine-Internet section - Contact Information Rule Instruction Example Spelling Name, Address, Word, etc. If the speaker spells out a surname or street or something like that, specify a rant of letters with hyphens between each letter. My name is Christina, C-H-R-I-S-T-I-N-A. The Internet should always be capitalized. You need to have a stable internet connection to work on Mturk. URLs transcribe the final web address, even if the speaker has fully stated it. Conversation: You can find us on W S J dot com. Transcript as: You can find us WSJ.com email to transcribe the final email address, even if the speaker has fully outlined it. Conversation: My email J O H N point D O O E on g dot email com. Transcript as: My email is an email protected phone number to transcribe the final phone number in numbers and dash form. My phone number (123)-444-5555. IP addresses transcribe the final IP address in numbers and periods forms. 98.182.30.194 Hashtags If used as a word in a sentence, spell out the word hashtag. If used in #blablabla use the pound sign, contact me by the hashtag shown below. He said: What is your opinion? Let us know on the CrowdSurf hashtag. Transcript as: What's your opinion? Let us know #CrowdSurf. Twitter handles use on the sign, when someone links their Twitter handle Find Me on Twitter @AshleyEsqueda. Back to the top of ten sample transcripts! Rule Said Proper Transcripts Pure Literal Punctuation Currency and Time Yesterday about twelve hours I was, um, visiting, uh, the doctor blacksmiths office, and he wa-talked, exercise is an important part of his cardiovascular regimen yesterday, about 12 hours I visited Dr. Smith's office. And he said exercise is an important part of cardiovascular disease. Speaker Changing Flags Contact Information Speaker 1: Let's welcome Maria to the call. Mary, how do you write your last name? Speaker 2: W O R T H I N, as in Nancy G T O N. Speaker 1: And What is your email address? Speaker 2: M Worthington on Hotmail Dot com. Let's take Mary on the call. Mary, how do you write your last name? W-O-R-T-H-I-N, as in Nancy, G-T-O-N. And what's your email address? protected cash interest numbers We've seen a fifty percent increase in our market share that Over four million dollars of potential revenue We have seen a 50% increase in our market share, which is over $4 million in potential revenue. Sleng Numbers Capitalization Proper Nouns Don't You Mean 1 million point? Or are you leavin from Latin America? Don't you mean 5.1 million, or are you leaving Latin America? Offer Break Points On the formatting screen of the Camel Case coding computer We give you the code for the actual download as well, the image is the so-called download image, you give it the context and URL that you want to download and it goes and does a bunch of magic to download the things shown on the screen: (line of code) public static Url downloadImage We give you the code for the actual download of the image. So it's called downloadImage. You give it the context and URL you want to download. And he goes and does a bunch of magic to download things. On the formatting screen the math of the variables Sound tags First property cleanses the throat, states that A to N once to M is N plus M, and is often referred to as apt product. Shown on the screen: Product Rule: A x Am a (n'm) The first property COUGH states that A to n x A to M is equal to A k (n'm), and is often referred to as the Product Rule. Speaker Change Flags Speaker Breaks Punctuation Spelling Sequence Research of Unknown Terms Speaker 1: Will We Discuss Encryption This Semester? Or - (interrupted by the second speaker) Speaker 2: Cypher texts, also known as coded or encrypted information will be part of our discussion about touring machines and the various algorithms that are used in CPU computers. Will we discuss encryption this semester? Or it's Ciphertexts, also known as coded or encrypted information, will be part of our discussion about Turing machines and the various algorithms that are used in the computer processor. Sound marks Slang (violin note for 2 seconds) Okay, just went a little sharp. Now I give the tug for a bit of slack. And check it out again. (violin note for 4 seconds) Perfect. I'm NOT OK, just went a little sharp. Now I give the tug for a bit of slack. And check it out again. I'm NOT perfect. Download and print your own copy by clicking on the links below! View Article article

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