

FILE DETAILS

Audio Length:	10 minutes
Audio Quality:	<input type="checkbox"/> High <input checked="" type="checkbox"/> Average <input type="checkbox"/> Low
Number of Facilitators:	One
Number of Interviewees:	Three
Difficult Accent(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other Comments:	This is an example of our Standard template , using Intelligent Verbatim style which is the preferred choice for the majority of our clients. As per Sterling standard, in files with 4+ speakers, participants are not differentiated by name or number unless requested as surcharges apply for this service.

START OF TRANSCRIPT

Facilitator: Hello, I am the facilitator.

Speaker: Hello, I am an interviewee with a male voice. The first time I speak I introduce myself as Robert.

Speaker: Hello, I am an interviewee with a male voice.

Speaker: Hello, I am an interviewee with a female voice.

Speaker: Hello, I am an interviewee with a male voice. I could be one of the two males who have already spoken or a new participant.

Facilitator: I am introducing the topic of today's interview.

END OF TRANSCRIPT

[Unclear] words are denoted in square brackets and time stamps may be used to indicate their location within the audio.

Distribution of this transcript requires client authority and is subject to the provisions of the General Data Protection Regulation and relevant acts and regulations.

FILE DETAILS

Audio Length:	65 minutes
Audio Quality:	<input type="checkbox"/> High <input checked="" type="checkbox"/> Average <input type="checkbox"/> Low
Number of Facilitators:	One
Number of Interviewees:	One
Difficult Accent(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other Comments:	This is an example of our Standard template , using a Strict Verbatim style which attracts a surcharge.

Facilitator: Hi, I am the facilitator. I have a female voice. I requested, um, strict verbatim - yeah, strict verbatim style for all of my interviews.

Speaker: Um, I'm the interviewee. I have, like, a male voice - I introduce myself as Ryan. Yeah. No instructions were given to use my name, so...

Facilitator: I'm asking my first question.

Speaker: Ah, I'm responding - like, giving a response to the first question.
[Pause] I'm thinking of an example.

Facilitator: Mm-hm.

Speaker: I'm talking about...

Facilitator: Talking about a few examples?

Speaker: Yeah, just a few - a couple of examples...

[Unclear] words are denoted in square brackets and time stamps may be used to indicate their location within the audio.

FILE DETAILS

Audio Length: 65 minutes

Audio Quality: High Average Low

Number of Facilitators: One

Number of Interviewees: Two

Difficult Accent(s): Yes No

Other Comments: This is an example of our **NVivo Basic template** which can be used for any type of interview and is compatible with all software versions. As per Sterling standard, participants are not differentiated by name or number unless requested.

Facilitator: Hi, I am the facilitator. I have a female voice.

Speaker 1: I am an interviewee with a male voice.

Speaker 2: Hi, I am the interviewee named Bob. The other speakers call me Bob, however no instructions were given to identify me as such, so I am simply listed as Speaker.

Facilitator: I'm asking my first question.

Speaker 1: This is my answer.

Facilitator: Mm-hm.

Speaker 2: I'm talking about...

Facilitator: Talking about a few examples?

Speaker 2: Yeah, just a couple of examples...

FILE DETAILS

Audio Length:	80 minutes
Audio Quality:	<input type="checkbox"/> High <input checked="" type="checkbox"/> Average <input type="checkbox"/> Low
Number of Facilitators:	Two
Number of Interviewees:	Four +
Difficult Accent(s):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Other Comments:	This is an example of our NVivo Headings Simple template which is used for semi-structured or unstructured interviews, allowing the transcripts to be auto-coded by speaker. As per Sterling standard, in files with 4+ speakers, participants are not differentiated by name or number unless requested as surcharges apply for this service.

Facilitator:

Hello, I am the facilitator.

Speaker:

Hello, I am an interviewee with a male voice.

Facilitator:

I am asking my first question.

Speaker:

Hello, I am a different interviewee with a male voice.

Speaker:

Hi, I am the interviewee named Sally. The other speakers call me Sally, however no instructions were given to identify me as such, so I am simply listed as Speaker.

Speaker:

I am a third male speaker. The other speakers call me Stephen, however no instructions were given to identify me as such, so I am simply listed as Speaker.

FILE DETAILS

Audio Length:	20 minutes
Audio Quality:	<input checked="" type="checkbox"/> High <input type="checkbox"/> Average <input type="checkbox"/> Low
Number of Facilitators:	Two
Number of Interviewees:	One
Difficult Accent(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Other Comments:	This is an example of our NVivo Headings Questions template , which is for structured interviews. A list of questions or themes must be provided. This allows the transcript to be organised by each interview question, and also allows for auto-coding by speaker and by questions/themes. As per Sterling standard, participants are not differentiated by name or number unless requested.

Q1. First theme/question

Facilitator 1:

Hi, I am the facilitator. I have a male voice. I am introducing the first theme of the structured interview.

Speaker:

Hi, I'm Sally. The facilitators call me Sally when they speak, however no instructions were given to identify me as such, so I am simply listed as Speaker.

Q2. Second theme/question

Facilitator 2:

Hello, I am also a facilitator. I have a male voice. I am asking the second question.

Speaker:

I am responding to the question.

FILE DETAILS

Audio Length: XX minutes

Audio Quality: High Average Low

Number of Facilitators:

Number of Interviewees:

Difficult Accent(s): Yes No

Other Comments: This is an example of line numbering on the standard template.

1

2 START OF TRANSCRIPT

3 Facilitator:

4 Speaker:

5 Facilitator:

6 Speaker:

7 Facilitator:

8 Speaker:

9 Facilitator:

10 Speaker:

Last updated 23/04/26

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