

Pentecostal Assemblies of Canada Archives
Oral History Project
Transcript Format Guidelines

Here are the format requirements for the transcript of the audio/video interviews. Please read these very carefully. Although they are detailed, they represent the information required to make your transcript fully useable to other researchers. This information is vital to the long-term effectiveness of the Oral History Project.

NOTE: Begin work on the transcript early. It is an essential and time-consuming task which must be completed before you can begin work on your paper.

1. Transcripts will be typed or word-processed on one side only of 8.5" X 11" white paper.
2. Use a standard font such as Times, Helvetica or Courier in 12-point size.
3. Leave margins of one inch on all four sides of the page.
4. Transcripts should be double-spaced.
5. All pages will contain the following information at the head of the page in 10 point type:
 - Interviewer's name on the left
 - Interviewees name in the centre followed by the word, "Interview"
 - Page number on extreme right followed by a slash and the total number of pagese.g.,

James Craig	John Doe Interview	1/27
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6. The date of each recording session should appear as a title (flush left) for each section of the interview. If the interview spanned more than one session, start a fresh page for each new date and supply the new date as a title at the beginning of the transcript on that page. Regardless of the number of days it took to do the interview, make only one complete transcript.
7. The speakers should be identified. Below the date it should read "Persons present and provide a list. Persons other than yourself and the narrator should be identified in parentheses following their name (e.g., spouse, son, family friend, etc.). Indicate what abbreviations will be used to identify the various speakers on the transcript. Use your last name for yourself and the narrator's last name to identify the speaker. Use initials for any other speakers present, e.g., "MD" for Marion Doe (narrator's spouse).
8. Indicate any non-verbal responses in parentheses such as (narrator weeping), (laughter), (narrator very agitated) and so forth, however, do not reproduce irrelevant sound such as "Ahhh, let me see..." Do not, however, correct the narrator's grammar or syntax. Faithfully transcribe slang expressions, exclamations ("Gosh!") and fragmentary sentences.
9. Do not use quotation marks unless the speaker is quoting someone else or reading from a document.
10. Explanatory remarks you add for clarity should be in [square brackets], e.g., "That was before the NHS [National Health Service] came in..."
11. Be sure to proof read your transcript from the tapes once it is completed to ensure accuracy.
12. If at all possible, give the narrator an opportunity to review the transcript and make corrections.
13. Create a title page for the transcript using the sample format provided. This page must contain the following information:

- Your full name
 - The Interviewee or Narrator's full name.
 - The date(s) of the interview (day/month/year)
 - The place(s) where they were conducted
e.g., PLACE: narrator's home, (full address, including telephone number)
 - The name of your college and professor as well as the date you completed the project
14. Write a brief (1 to 2 page) introduction to the transcript as follows:
- In one paragraph, tell us who this person is. Name (as a heading), date and place of birth, occupations(s), family (married with two sons—include spouse's name even if deceased), education (e.g., graduated from Grade 12 in 1946)
 - Include as many dates as you can
 - In another paragraph tell us their connection(s) to the PAOC
 - In another paragraph explain why you felt this person was worth interviewing
 - Provide a list of the topics of interest touched on by the narrator, for example,
 - Conversion experience
 - Holy spirit baptism experience
 - Description of Pentecostal life (descriptions of services; religious practices; miracles; attitudes towards specific issues such as dancing, styles of dress, etc.; roles of women in ministry; methods of evangelism; style and content of Pentecostal preaching and so forth)
 - Information on PAOC credential holders
 - Noteworthy religious events such as revivals, new church plants, church splits, doctrinal controversies (Latter Rain Movement, etc.)
 - Conclude with listing any references made by the narrator to other valuable historical sources including documents, photography, individuals who should be interviewed and so forth. Please note if you accepted any items from the narrator
15. Following the Introduction page(s), provide a "Glossary" which gives the correct spelling of significant names mentioned in the transcript such as people, places, events and so forth. Where appropriate, note a few details regarding a specific item, for example,
- Stelco - steel plant where John worked for 40 years
 - Wycliffe – college where John Doe studied theology from 1910-1912

Be sure to indicate any parts of the interview which may contain negative comments about other people or organizations. These may require selective closure to prevent the possibility of legal action for libel or defamation.

Sample transcript pages follow.

(Sample Transcript cover page)

Pentecostal Assemblies of Canada Oral History Project

Interview Transcript

Interviewer: James Craig

Narrator: John Doe

Dates: 12/10/01
13/10/01
20/10/01

Place: Narrator's home
2450 Milltower Court
Mississauga, ON L5N 5Z6
(905) 542-7400

College: Master's Bible College

Prof.: Dr. Garry Milley

Date completed: 30 Oct. 01

12 October 2001

Persons present: James Craig - I
John Doe - S
Marion Doe (spouse) - MD

Craig: John, tell me a little about your personal background, who your parents were, where you were born and raised and so forth.

Doe: My parents both came from Ireland in the 1920's. They came to Canada because there was no more farmland back in Ireland. They arrived in Halifax on a stormy day in 1923. From there they took the train to Toronto where my father's uncle Joe had promised he could find him a job—he, that is, my father was a leather worker, made ladies handbags and such—so that's where they went.

MD: But when they got to Toronto, they found out that Joe didn't even have a job himself (laughter).

Doe: That's right!

Craig: What were your parent's names? [Normally you would not interrupt a narrative but it is important to have this information up front]

Doe: Oh, of course, John and Mary Doe. My father belonged to the Culnurrah clan in county Cork [place correct spelling of "Culnurrah" in glossary with explanatory note] They were both Roman Catholics. My father considered joining the IRA [Irish Republican Army] at one time.