Oral History Archive

NPHM Archival Transcription Style Guide [ACTIVE]

As of: July 8, 2024

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Additional Reference Materials

For questions not answered in this working style guide, reference and follow the following style guides:

- 📄 Margaret Walker Center Oral History Transcription Style Guide
- 📄 CCOHR Transcript Style Guide 2022.pdf
- W OIST Book Style Guide_Final.docx

<u>Introductory Note</u>
This style guide is developing more structure after years of being used on an ad hoc basis. It is not yet complete. That being said…

We believe in collaborative authority across the entire Oral History Collective.
If you wish to add or challenge something in this style guide, please contact the Oral History Programs Manager or a member of the Archive Working Group. The Working Group currently includes: Cosmo J., jellystone r., Nedra D., Adenike P., Sharon L., and Tatiana B.

We acknowledge and celebrate that every memory worker has some personal stylistic tendencies or preferences when it comes to transcription. Additionally, every narrator has different preferences about how they want to be represented on the page! Our goal with this style guide is to establish the key tenets of our transcription approach, which prioritizes:

1. **Dignity and Autonomy** for narrators. How do ***they*** want their voices, words, and stories to be represented on the page? We all speak in different ways because of our connection to places and communities, our educational experiences, and/or our personal choices. Translating from one sense to another (audio/sound to written/visual) language how it is spoken may be a challenge. This guide offers some direction for how to translate spoken language into written language in a way that best represents the speaker.
2. **Accessibility** in all definitions of the word. Accessibility is a factor for people with disabilities, as well as for those with varied education levels, amounts of place-specific background information, etc.
3. **Ease of Use**—for archival visitors.

Please adhere to this style guide's **core tenets of page set-up and formatting**. Stylistic edits (punctuation decisions, spelling/vernacular decisions, degrees of "cleaning up", etc.) can vary from person to person and narrator to narrator, but please **be thoughtful about how you make your decisions**, factoring in the identities of the narrator(s), oral historian(s), and yourself.

 If you have questions, reach out to the Oral History Programs Manager or a member of the Archive Working Group.

Essential Questions for Learning Transcription

- How do I **format** a transcript?
  - ↳ See pages 3 – 7
- What do I do with long text block(s)?
  - ↳ See pages 4, 6 at "timestamps"
- What do I do with **false starts, filler words**, and **repeated words or phrases**?
  - ↳ See pages 10, 15
- What do I do when there is **overlapping, mumbled, or otherwise difficult to discern speech**?
  - ↳ See pages 14, 16
- When do I use a **comma, period**, or **em dash**?
  - ↳ See pages 14–15
- When and why do we put text in **square brackets**? When should I use them?
  - ↳ See pages 9, 11
- How and when do I use **quotation marks**?
  - ↳ See page 9

Initial Page Set-Up

- **Font**: 12 pt IBX Plex Sans font, "normal" weight.
- **Spacing**: 1.15 spacing between lines is ideal, but we're not strict.
  - There should be a blank line in between all new paragraphs.
- **Timestamps** must ALWAYS come **BEFORE speaker names**.
  - Use the following format: [hh:mm:ss]
  - Every new paragraph must have a timestamp.
  - Follow these guidelines for the frequency of new paragraphs:
    - Start a new paragraph **every time the speaker changes**.
    - For sections during which a **continuous speaker** talks for longer than 5 minutes, add a paragraph break at the most pronounced topic change. As a rule of thumb, **go no longer than 5 min. without a new timestamp.**
- **Page Numbers**: Add page numbers starting with "1" on the first page <u>after</u> the cover page.
  - Right-justify page numbers and use this format:
    [Last Name], [First Initial], Int. #[Interview Number]—[Current Page number] / [Total Pages]
  - Ex: Turner, L, Int. #1 — 1/25
  - See "Detailed Formatting" for further instructions.
- **Names:** On each speaker change, follow the timestamp with the **speaker's name, bolded**.
  - Use a **speaker's full chosen name** (first, middle, "nickname", and/or last) the first time they speak.
  - Include the speaker's honorifics (Dr., Mr., Coach, etc.) on the cover page and in the metadata header, but not in the speaker tags on each paragraph.
  - For consequent speaker changes, use **only one name** (any of the above, narrator's decision).
- **Margins**: 1" margins on all page edges.
  - Try your best to use hanging indents to create the effect of a column on the left for all timestamps. See "Detailed Formatting" for instructions.
- Every standalone transcript starts with: a **cover page**, a **transcript preface**, and a **metadata header.** See "Detailed Formatting" for more information.

Detailed Formatting

See Appendix A1 for an example of the front matter (cover page, transcript preface, and metadata header) and page formatting. See Appendix A2 for a template.

Front Matter: Cover Page
- All text on the title page is centered.
- Include the NPHM Oral History Archive Logo at the top, set to be 2" tall.
- The transcript title consists of "Oral History Interview with," then the narrator's full chosen name, including their honorifics and nickname, as applicable. This title should be bolded and 20 pt font.
- After several blank lines, add the name of the program ("Oral History Archive); the name of the organization ("The National Public Housing Museum,"); and years conducted and processed. Each of these 3 things should be on their own new line.
- At the bottom of the page, write the transcript preface in italics.

Front Matter: Transcript Preface
- At minimum:
  - Specify that the document is a **nearly verbatim transcript of an oral history interview**.
  - Interviews conducted via sign language, an interpreter, or written correspondence should be described as such.
  - Some sort of **"disclaimer"** about the content of the interview and whether it reflects the beliefs of the institution.
  - Mention whether the narrator has **reviewed and approved** the transcript.
- **If desired**, you may also include the basic metadata:
  - narrator(s) and interviewer(s) full names as well as anyone else in attendance (along with the role they played. Ex, "translator").
  - Dates of the interview session(s) in the transcript. This is typically only 1.

- Margaret Walker Center Example:
  The following oral history is the result of a recorded interview with Jane A. Doe conducted by Dr. John B. Smith and interpreted by Michael Williams. This interview was conducted in two sessions on January 1, 2021 and January 2, 2021 and is part of the Margaret Walker Center's Civil Rights Movement Oral History Project. Readers should keep in mind that they are reading a transcript of the spoken word, rather than written prose and are encouraged to refer directly to

the original audio if possible. The following transcript has been reviewed, edited, and approved by the narrator. Readers should also bear in mind that the beliefs, opinions, and/or any offensive language expressed by the narrator do not represent the Margaret Walker Center or those it employs.

- NPHM minimum:

*Readers should keep in mind they are reading a transcript of the spoken word, rather than written prose. This transcript captures, to the best of the creator's ability, the words of the person being interviewed and the interviewer. Readers are encouraged to refer directly to the original audio when possible. **The narrator has reviewed and approved this transcript.** Readers should also bear in mind that the beliefs, opinions, and/or any offensive language expressed by the Narrator do not represent The National Public Housing Museum.*

Front Matter: Metadata Header

Every transcript must have a metadata header at the top of the page after the cover page ("page 1") with the following information. We suggest this stylization:

Narrator(s): Joe Schmoe (he/him)	Interviewer(s): Jane Does (she/they)
Date: November 1, 2022	Interview #: 1
Type of interview: Remote (Zoom)	Transcription: Auto-transcription from Otter Editor: Sharon Lanza Audit Editor: Liú Chen
Location(s): New York City // Chicago	Audio Quality/Interviewer Notes: None

Be sure to include interpreter(s), translator(s), and anyone else in the room, if applicable, even if they did not verbally speak.
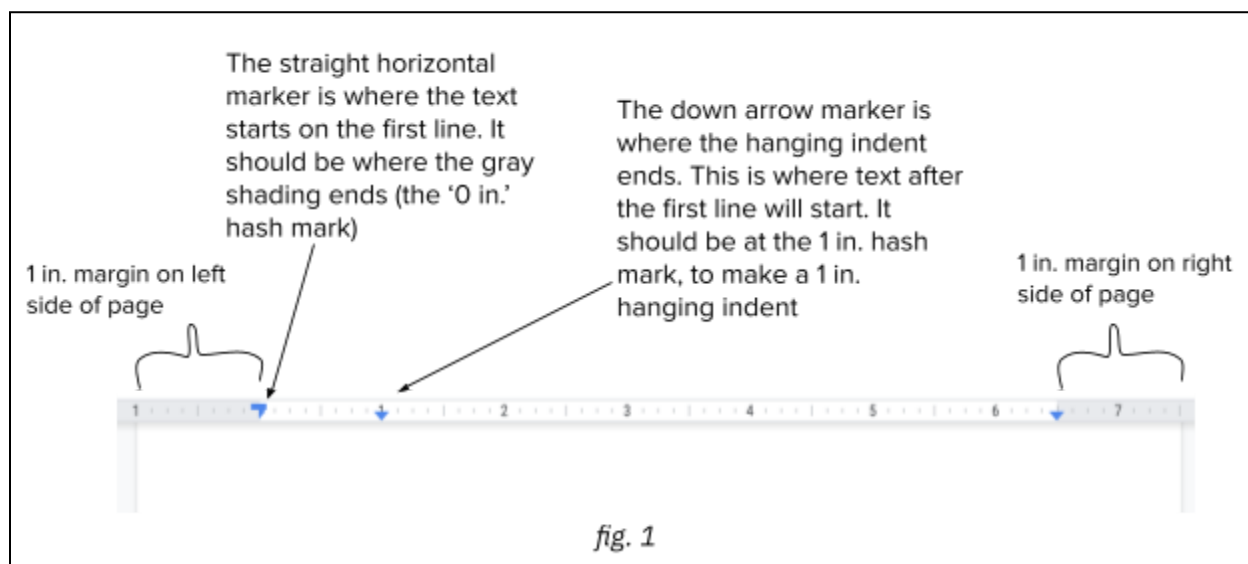
Timestamps

- **Timestamps** must ALWAYS come **BEFORE speaker names**.
    - Use the following format: [hh:mm:ss]
    - Every new paragraph must have a timestamp.
    - Follow these guidelines for the frequency of new paragraphs:
        - Start a new paragraph **every time the speaker changes**.
        - For sections during which a **continuous speaker** talks for longer than 5 minutes, add a paragraph break at the most pronounced

topic change. As a rule of thumb, **go no longer than 5 min. without a new timestamp.**

- Use the [hh:mm:ss] format, starting at [00:00:00]
    - The square brackets are not strictly necessary, but do include the 00 hours for standardization!
    - All time stamps should be in 1 in. hanging indents, followed by a tab at the 1 in. mark, followed by "[speaker's name]: [transcript content]". This will create the effect of two columns, with **all the time stamps in a narrow left column and the transcript text in a wide right column.**

This is what the horizontal ruler looks like when this formatting is properly set up:

The straight horizontal marker is where the text starts on the first line. It should be where the gray shading ends (the '0 in.' hash mark)

The down arrow marker is where the hanging indent ends. This is where text after the first line will start. It should be at the 1 in. hash mark, to make a 1 in. hanging indent

1 in. margin on left side of page

1 in. margin on right side of page

fig. 1

Example transcript produced:

00:00:00   **Kahn:** Okay this is a tag for this tape, it's October 26th and I'm interviewing Revered Marion Bascom at his home in Baltimore. Why don't we start off, if you could say your name and when you were born, where you were born?

00:00:10   **Bascom:** My name is Marion Curtis Bascom, I was born in Pensacola, Florida, March the 14th, 1925, 76 years ago.

00:00:25   **Kahn:** And tell me a little bit, where were you born and tell me a little bit about your family background, your parents' education, what they did.

00:00:37   **Bascom:** I am the first person in my family to have finished college…

Page Numbers

To add and format page numbers…

- Click *Insert > Page Numbers > More Options* in the G-Doc menu bar. (*fig. 2*)

  Alternatively, double click the top of the Google Doc so that the "Header" formatting opens up. Click the "options" button in the bottom right corner, then click "page numbers" from the drop-down menu.

fig. 2

- When the formatting menu comes up, set the page numbers to be in the Header, starting at 0, and NOT showing on the first page (which is your cover page). (*fig. 3*) Click "Apply."
- The page numbers will show up in the header in a small gray box. Change the alignment formatting to be "right justified."
- Click into the header area, slightly to the left of the gray box with the page number. Your cursor should appear in line with the page number. Type the necessary information and *italicize* it. This text will show up on every page before the number. (*fig. 4*) Necessary info:

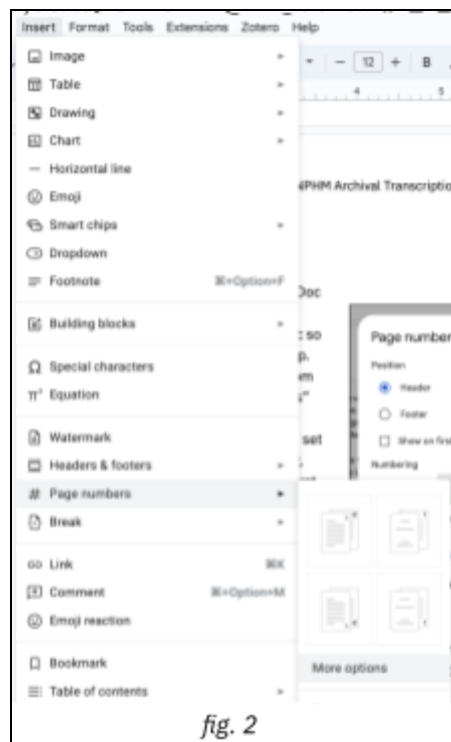 [Narr. Last Name], [Narr. First Initial], Int. # [Interview Number] — [current page #]/[total page count]
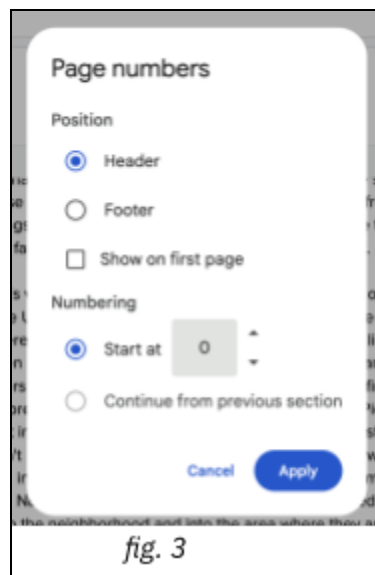

fig. 3

Turner, L, Int #1 — 1/25

Header   Options ▾

fig. 4

Punctuation Guide

Guiding questions
- What is the purpose of putting things in **square brackets**? When should I use them?
    - Square brackets are used to communicate information relevant to the interview that is NOT spoken words. They may be used to indicate tone, laughter, body language, expressions, or non-verbal sounds.
    - They are also used for fact checking—use sparingly, and only for explicitly incorrect factual information (ex, misspoken dates or other objective proper noun information)
- How and when do I use **quotation marks**?
    - Do not use quotation marks at the start of every paragraph—we all know this is a transcript.
    - Single quotation marks are used when someone is recounting/paraphrasing dialogue, a thought process, a hypothetical, or other *loose* usages of quotation marks
    - Double quotation marks should only be used when the speaker indicates their memory of the recounted dialogue is very clear; or for standardized grammar usage for titles (song titles, chapter titles, story titles, etc.)

Name	Mark	Usage notes	Example(s)
Ellipsis	...	Ellipses should ONLY be used when a section of transcript has been removed for clarity, narrator request, or another reason. **Do not use as a stylistic indicator.** (ex, to indicate trailing off or pause) To indicate trailing off or other types of pausing, use square brackets.	Ellipsis: Narrator: ...right back after a break. ... Oral historian: Okay we're back, resuming our interview. ... NOT ellipsis: Narrator: And so I think that that [*pause*] was the moment I really knew that this is what I want to do for [*trails off*]
comma	,	Use liberally throughout a transcript,	Narrator: And they—police

Name	Mark	Usage notes	Example(s)
		with a focus on **representing the rhythms and cadences of a speaker.**	came, we saw the police and we started running.
Em dash	—	Use liberally in transcription to indicate abrupt changes in topic. Similar to a comma, but more abrupt. For example, ● the abrupt end of a sentence ● false starts ● correcting oneself ● a break/change in thought ● an interjection (ie, a statement-within-a-statement)	"I was ten years—no, I was eight years old when that happened." "My name—this is actually quite a funny story—comes from my grandparents." "I took a dive and—[*smacks table*]."
En dash	–	Used very infrequently in transcripts. The main use of the en dash is for a range of numbers or span of time. An en dash can be used this way to replace "to" or "through."	*Spoken: "I lived at the Robert Taylor Homes from 1986 to 1999."* Transcript: I lived at the Robert Taylor Homes from 1986–1999.
Forward slash	/	Used when the narrator explicitly says "slash," as well as when it is grammatically appropriate.	*Spoken: "I worked as an RA slash dorm parent for all of my students."* Transcript: I worked as a RA/dorm parent for all of my students. *Spoken: "My pronouns are she her."* Transcript: My pronouns are she/her.
Exclamation mark	!	Use when truly appropriate to indicate excitement or additional energy. Be cautious of overuse.	When I found out I won, I ran through the apartment going "WE WON!!!"
Question mark	?	Use regularly, whenever a question is asked. Can also be used sparingly and thoughtfully to indicate tone.	That's a good question. Can I take a second to think? [*silence*] I guess at the time, I felt

Name	Mark	Usage notes	Example(s)
			[*pauses*] betrayed? I was really rattled.
Square brackets	[ ]	A frequent punctuation set in transcription, square brackets are used for all sorts of **editorial notes and non-speech components** of an interview transcript. The most common uses are: ● Editorial note/detail 　○ [*unclear*] when it is hard to discern the word(s) being said 　○ Adverbs for crucial context that is not otherwise indicated in the transcript. Ex, [*angrily*], [*jokingly*] ● Non-speech 'sound effects'—aural cues or context 　○ [*laughs*] and variants 　○ Use [*pause*] for short pauses, between 1-5 seconds. 　○ Use [*long pause*] for pauses 5-10 seconds 　○ Use [*silence*] for pauses about 10 seconds or longer. 　○ Note atmosphere noises, especially if it impacts the speakers in the interview. Ex, [*loud crash in background*] ● Unspoken gestures ● Fact checking, minor corrections Many style guides *italicize* text within the square brackets for all usages except fact checking (i.e., for [u*nspoken gestures*], [*aural context*], and [*editorial notes*]). This is preferred, but it isn't something to burn time or energy on if you forget.	Editorial note: On the bus [*unclear*] for some reason, soon as we got there and we had to [*unclear*]. Filling in missing factual information: At the time, [William J. "Bill"] Clinton was running for president. Non-speech verbalizations or aural cues ● [*laughter*] — used to indicate mutual laughter by two or more people on tape ● [*laughs*] — used to indicate that the person currently speaking laughs ● [*pause*] ● [*Crosstalk*] ● [*silence*] Unspoken gestures You weren't there [*points finger at interviewer*], but all the rumors are basically true. Fact-checking The first Cabrini towers

Name	Mark	Usage notes	Example(s)
			came down in 1997 [*sic,* read: 1995]. That was a sad day for all of us.
Round brackets	( )	Rarely, if ever, used. Use as general grammar conventions dictate (for example, enclose the year of Supreme Court Decisions after the case name), but not for editorial additions or to indicate a speaker's style.	After *Brown v. Board of Education* (1954), you'd think things would change, but they didn't.
Quotation Marks (Double)	" "	If a narrator says "quote unquote," you may use double quotation marks. If a narrator indicates a direct and strongly-recollected quotation, you may use double quotes. (For paraphrasing and other loose recollections of dialogue, use single quotation marks. See below) Use the first time a nickname is stated, if in the context of their whole name. If only the nickname is used, do not use quotes. Use according to standardized English grammar. For example, the titles of songs, stories, chapters, etc.	I still vividly recall her telling me, "All I want is for you to be happy." At the time, Jim "Slim" Jones had just moved in, and I was stressed about it. "Roxanne's Revenge" is my favorite 1980s hip hop song.
Quotation Marks (Single)	' '	For paraphrasing and other loose enactments or recountings of dialogue, use single quotation marks.	And then I was like, 'No you didn't!' But she was like, 'Yes. I absolutely did.'
Italics	*Italics*	Use according to standardized English grammar. For example, to specify book titles, newspaper titles, album titles, etc. within a sentence.	My favorite book is *Parable of the Sower*.
Bold	**Bold**	Use for expressing a narrator's emphasis. Note: Do not add your own emphasis	

Name	Mark	Usage notes	Example(s)
		to a raw transcript. You may do so in curations, but it is typically advised to add [emphasis mine] immediately after or in a footnote.	
Numbers	One, two, three // 1, 2, 3	• Spell out numbers one through ten. • Use numerals for 11 and above. Use numerals for years. • Use numerals for a **chain of digits** (ex. a phone number; address) • Use numerals for all **measurements** and currency, i.e., when there is a unit of measurement (ex, "I bought it for $9." "The room was 8 feet wide." • Ordinal numbers (1st, 2nd, etc.) can be used stylistically at the transcribers discretion. When used for organizing a story (ex. "First I went to the market, next I went to the lake"), we suggest spelling it out.	
Abbreviat'ns, Acronyms, and		Here are some general guidelines, though don't sweat this in every single instance in every single transcript. • Include the acronym and full meaning for the first usage, whether the speaker says one of the other. Put the non-spoken version in square brackets, not italicized. • Do not use periods in acronyms • Follow conventional logic for when to use abbreviations. Don't sweat it if you are unsure. [use periods in acronyms?]	"When Reagan began implementing a new direction for HUD [Housing and Urban Development], I saw the writing on the wall." "The Housing and Urban Development [HUD] people were persnickety. They kept telling me…" "After *Brown v. Board of Education* (1954), you'd think things would change, but they didn't."

Capitalization

Always capitalize:

- Black and other racial/ethnic identities
- Names and proper nouns, unless the person specifically stylizes their name with lower cases
    - Ex, bell hooks, Shana griffin
- Capitalize regions: The South, The North, the South Side
    - *South Side Weekly*
        - Southside, South side, or South Side?
        - Westside West side or West Side?
    - Scripture vs scripture?
    - Capitalize "the"? Or only "South"/"North"?
- All caps?
- When used for emphasis or intention ?
- Full Proper nouns
    - When a proper noun is referred to without its entirety, fill in the rest of the noun in square brackets

Stylizing through Punctuation // What is Style, what is standard?

- Phrasing through grammar/stylizing
    - Use an em dash when a narrator corrects oneself, abruptly ends a sentence, changes direction in storytelling or interjects oneself (i.e., sandwiches an additional thought/clause in the middle of a story/sentence. Use an em dash on either side of the middle thought)
    - Use a comma when a narrator is listing pieces of information, or other times where there is a pause in talking but NOT a situation that calls for an em dash
    - Use a period at the end of a thought, or for a long pause in speech.
- What do I do when there is cross-talk or it is otherwise hard to understand word(s) being said?
    -
- When do I use a **comma, period, em dash, or a completely different type of punctuation**?

- ○ This is a personal style that everyone may take a different approach to. While there are not rigid rules, here are some helpful tips:
    - ■ Overusing commas can be confusing for the transcript user. If you start having more than 2-3 commas in a sentence, think about strategically creating variety with em dash(es), colons and semicolons to better convey the flow of speech.
    - ■ Example:
        - ● So, I was thinking: do you want to go to the park, the lake, or the museum?
        - ● Instead of: "So, I was thinking, do you want to go to the park, the lake, or the museum?"
- ● What do I do with **filler words**? Take them all out, leave them all in, or somewhere in-between?
    - ↳ The degree of "cleaning up" filler words, as well as repeated words/phrases and other minor "cleaning up" for clarity, will undoubtedly vary …
    - ↳ Verbatim vs. edited verbatim vs. Edited [ADD MORE DETAIL]
- ● How do I address **false starts and repeated words or phrases**?
    - ↳ Generally, remove repeated phrases in an archival transcript that are repeated when a narrator is gathering their thoughts or trying to speak more clearly for the recording equipment.
    - ↳
- ● What's the difference between a hyphen, en dash, and em dash? When do I use which? How do I make each?
    - ○ There are very subtle differences in length between the three. Here they are in that same order: - – —
    - ○ Hyphens are used for **compound words** (ex, auto-correct; Cabrini-Green)
        - ■ Hyphens are also used in **compound phrases** when they <u>precede</u> a noun (ex. "The 70-year-old widow" vs "The widow is 70 years old.")
        - ■ Press the key to the immediate right of your 0 (zero) key.
    - ○ En dashes are used for **date ranges** (1983–1984)
        - ■ Press the key to the immediate right of your 0 (zero) key while holding down the OPTION key.
    - ○ Em dashes are used **very flexibly and stylistically**. Some common uses are for abrupt subject changes and false starts (see more in table above).

- Press the key to the immediate right of your 0 (zero) key while holding down the OPTION AND SHIFT keys.
- On G-Docs, two hyphens in a row will auto-correct to an em dash.
- Guidance: Try to avoid using two em dashes in a single sentence **unless it is an interjection.** Though a repeated em dash might seem like a better depiction of how a person repeatedly interrupts their own train of thought, it usually reads like an interjection, and so it might confuse the reader.

Hyphens are used in compound adjectives and adjective/adverb/noun + participle combinations when they precede a noun:
Some alternatives to em dashes, in these cases: Comma, period, or Em dash followed by an additional punctuation.

- —.
- —!
- —?

Other out-standing style questions

- Hyphens with proper nouns
  - ==What is our default/expert "source"?==
  - Do we need alternate/mis-spellings somewhere in closed glossary/other back-end databases? (ex, the database of housing complexes)
- Honorifics and titles?
  - When use honorifics?
- Narrator pauses, dis/agreement, questions, nonverbal communication,
- Unfinished sentences, Parentheticals and asides
- Foreign languages // non english
  - Do not italicize. Render in regular type. Discuss with the narrator how they would like to proceed with these sections in terms of translating all, some, or none of the non-English language
- Unclear and cross-talk; [*ph.*]
  - When **two or more people are talking at the same time** and it is very difficult to make out what either is saying, **use [*crosstalk*]**
    - Ex: And that's where he learned how to do [*crosstalk*] Jennie was at the boys club, Marshall at the boys club. That was great.
  - When one person mumbles, there is background noise, or it is otherwise very **difficult to guess** what the person is saying, **use [*unclear*]**

- Ex: "I took the [*unclear*] bus line to Grand Central so I could clear my thoughts."
      - When the transcriptionist/transcript editor can **guess or partially make out what is said** (ex, a proper noun is used during a story and one does not know exactly how to spell it), **use [*ph.*]**, which stands for phonetic.
          - Ex: "Then I told Aunt Sara [*ph.*] that I would take the trash out."
      - Sometimes words or phrases that are difficult to discern through the audio alone may be identified by asking the narrator about it or through light background research. **While transcribing, make a list of timestamps with these difficult-to-make-out words/phrases, and review the spellings with the narrator after finishing the transcript.**
- Session breaks, end, interview end, closed portion of transcript, interruptions
- Add vernacular, "slang, regionalisms", conjunctions, contractions, neologisms
    - Tense dis/agreement
- Fact checking, clarifications and corrections; annotations; usage of *sic*
- Other tips for working on transcripts
    - Maintain a consistent approach! Be as transparent as possible about the methods of that approach so that future readers may clearly interpret the source.

Bibliography

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Oral History Interview #1 with
Mr. Larry Turner

Oral History Archive
The National Public Housing Museum
Conducted 2022, Processed 2023

Narrator: Larry Turner (he/him)	Date: July 8, 2022
Interviewer(s): Liú Chen (they/them) and Troy Gaston (he/him)	Method: In-person
Interview #: 1	Location: 625 N. Kingsbury St, Chicago, IL
Other Notes: None	Transcribed by: Sharon Lanza

[00:00:01]   **Liú Chen:** Okay, hello everyone. Today is—we're in July already right? July 8, 2022. My name is Liú Chen. I also have Troy—you want to introduce yourself?

[00:00:15]   **Troy Gaston:** Troy Gaston, from the Robert Taylor Housing Projects.

[00:00:17]   **Liú:** Yeah. And Larry?

[00:00:19]   **Larry Turner:** And I'm Larry Turner, Robert Taylor.

[00:00:22]   **Liú:** Great. Great. So today, Troy and I are interviewing Mr. Turner about his mother, Beauty Turner. And just before we kind of dive into that part of the interview, can you just tell us the year of your birth? And when did you live in public housing, what years?

[00:00:43]   **Turner:** Well, I came to public housing and that had to be in 1989. My year of birth is 1975. So I been with my mom for a nice little time before she passed away. So I experienced, in Robert Taylor, if I pretty much have to take a glimpse in the life, to remind me of what happened. My mom started out, she was just an individual who really wanted to try to make a difference. But she wasn't quite sure of her confidence level. At a certain point, when she started, she was like, into writing poetry, she would write beautiful words, and she had words of encouragement, try to be there for people and she would pretty often write the stuff, like do a little list of...

<u>Appendix A2: Template Cover Page w/ Transcript Preface</u>

Oral History Interview #[ ] with [Honorific] [Narrator Full Chosen Name]

Oral History Archive
The National Public Housing Museum
Conducted [year], Processed [year(s)]

The following oral history is the result of a recorded interview with [Narrator Full Chosen Name]*, conducted by* [Oral Historian(s)]*. This interview was conducted in one session on* [Interview Date]*, and is part of The National Public Housing Museum's Oral History Archive. Readers should keep in mind they are reading a transcript of the spoken word, rather than written prose and are encouraged to refer directly to the original audio when possible. The following transcript was created by* [transcriptionist(s) and audit editor(s)]*. The narrator has reviewed and approved this transcript. Readers should also bear in mind that the beliefs, opinions, and/or any offensive language expressed by the Narrator do not represent The National Public Housing Museum.*

Narrator(s): *[Full Chosen Name, including any honorifics, middle names or nicknames they'd like to add]* *([pronouns])*	Interviewer(s): *[Oral Historians' Full Chosen Name(s)]* *([pronouns])*
Date: *[Interview Date]*	Interview #: *[Typically 1. In the case of a follow up interview, will be 2, 3, etc]*
Type of interview: *[In Person OR Remote]*	Transcription: Auto-transcription from _____ *[if appl.]* Editor: *[transcript editor's chosen name]* Audit Editor: *[second editor's chosen name]*
Location(s): *[location of interview. Include both locations if conducted remote]*	Audio Quality/Interviewer Notes: *[Any crucial information for understanding the interview. Ex, "Network connection on narrator's end is shakey"]*

[00:00:ss]   **Oral Historian:** Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

[hh:mm:ss]   **Narrator:** Lorem ipsum dolor sit amet, consectetur adipiscing elit.

[hh:mm:ss]   **Oral Historian:** Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

[hh:mm:ss]   **Narrator:** Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi...