

## The Jefferson Transcription System (Taken and adapted from <http://www-staff.lboro.ac.uk/~ssjap/transcription/transcription.htm>)

The transcription system uses standard punctuation marks (comma, stop, question mark); however, in the system they mark intonation rather than syntax. Arrows are used for more extreme intonational contours and should be used sparingly. The system marks noticeable emphasis, volume shifts, and so on. A generally loud speaker should not be rendered in capitals throughout.

[ ]	Square brackets mark the start and end of overlapping speech. They are aligned to mark the precise position of overlap as in the example below.
↑ ↓	Vertical arrows precede marked pitch movement, over and above normal rhythms of speech. They are used for notable changes in pitch beyond those represented by stops, commas and question marks.
→	Side arrows are used to draw attention to features of talk that are relevant to the current analysis.
<u>Underlining</u>	indicates emphasis; the extent of underlining within individual words locates emphasis and also indicates how heavy it is.
CAPITALS	mark speech that is hearably louder than surrounding speech. This is beyond the increase in volume that comes as a by product of emphasis.
°↑I know it,°	'degree' signs enclose hearably quieter speech.
that's r*ight.	Asterisks precede a 'squeaky' vocal delivery.
(0.4)	Numbers in round brackets measure pauses in seconds (in this case, 4 tenths of a second). If they are not part of a particular speaker's talk they should be on a new line. If in doubt use a new line.
(.)	A micropause, hearable but too short to measure.
((staccato))	Additional comments from the transcriber, e.g. about features of context or delivery.
she wa::nted	Colons show degrees of elongation of the prior sound; the more colons, the more elongation.
hhh	Aspiration (out-breaths); proportionally as for colons.
.hhh	Inspiration (in-breaths); proportionally as for colons.
Yeh,	'Continuation' marker, speaker has not finished; marked by fall-rise or weak rising intonation, as when delivering a list.
y'know?	Question marks signal stronger, 'questioning' intonation, irrespective of grammar.
Yeh.	Full stops mark falling, stopping intonation ('final contour'), irrespective of grammar, and not necessarily followed by a pause.
bu-u-	hyphens mark a cut-off of the preceding sound.
>he said<	'greater than' and 'lesser than' signs enclose speeded-up talk. Occasionally they are used the other way round for slower talk.
solid.= =We had	'Equals' signs mark the immediate 'latching' of successive talk, whether of one or more speakers, with no interval.
heh heh	Voiced laughter. Can have other symbols added, such as underlinings, pitch movement, extra aspiration, etc.

sto(h)p i(h)t

Laughter within speech is signalled by h's in round brackets.

## Additional notation for crying and similar 'emotional expression' (from Hepburn, 2004)

°°help°°	Whispering – enclosed by double degree signs.
.shih	Wet sniff.
.skuh	Snorty sniff.
~grandson~	Wobbly voice – enclosed by tildes.
↑↑Sorry	Very high pitch – represented by one or more upward arrows.
k(hh)ay	<i>Aspiration in speech</i> – an 'h' represents aspiration: in parenthesis indicates a sharper more plosive sound
hhhelp	outside parenthesis indicates a softer more breathy sound
Huhh .hhih	<i>Sobbing</i> – combinations of 'hhs', some with full stops before them to indicate inhaled rather than exhaled,
Hhuyuhh	many have voiced vowels,
>hhuh<	some also have voiced consonants.
	If sharply inhaled or exhaled enclosed in the 'greater than/less than' symbols (> <).
↑Mm:. hh (3.5)	<i>Silence</i> – numbers in parentheses represent silence in tenths of a second.

## Additional notation used

\$funny\$	Smile voice – laughing/chuckling between markers
#sad#	Talk between markers is croaky
<b>t, d,</b>	Boldface consonant represent a hardened sound