

Notes on Transcription Conventions

The transcription conventions used throughout this book were first published in Sacks, Schegloff, and Jefferson (1974), and developed by Gail Jefferson (2004). There are theoretical, methodological, and practical concerns in how transcripts aim to capture spoken and embodied interaction (see Gardner, 2001; Hepburn and Bolden, 2012; Mondada, 2018; Ochs, 1979), but here we simply provide the conventions as a reference for the chapters that follow. In this Handbook, we have used the core conventions used in conversation analysis listed below; any additional conventions used by authors will be explained in their chapter.

These conventions were first developed when researchers used typewriters rather than computers, so were limited to the keys available. Symbols used do not mark punctuation, but instead are employed to capture some detail of how the talk is done.

.	falling intonation
,	slightly rising or continuing intonation
?	rising intonation
;	intonation that rises more than a comma but less than a question mark
::	lengthened syllable
↓	sharp fall in pitch
↑	sharp rise in pitch
[]	overlapping talk
()	unintelligible stretch
(0.5)	length of silence in tenths of a second
> <	increase in tempo, rushed stretch of talk
< >	slower tempo
hh	audible outbreath
.hh	audible inbreath
° °	talk that is quieter than the surrounding talk
(())	description of accompanying behaviour
→	points to a phenomena of particular interest, to be discussed by the author

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