

TRANSCRIPTION CONVENTIONS¹

[]	brackets indicate overlapping utterances
=	equal marks indicate contiguous utterances, or continuation of the same utterance to the next line
(.)	period within parentheses indicates micropause
(2.0)	number within parentheses indicates pause of length in approximate seconds
ye:s	colon indicates stretching of sound it follows
<u>yes</u>	underlining indicates emphasis
YES	capital letters indicate increased volume
°yes°	degree marks indicate decreased volume of materials between
hhh	h's indicate audible aspiration, possibly laughter
•hhh	raised, large period indicates inbreath audible aspiration, possibly laughter
ye(hh)s	h's within parentheses indicate within-speech aspiration, possibly laughter
((cough))	items within double parentheses indicate some sound or feature of the talk which is not easily transcribable, e.g. “((in falsetto))”
(yes)	parentheses indicate transcriber doubt about hearing of passage
↑yes, ↓yes	arrows indicate upward or downward intonation of sound they precede

Note that normal punctuation symbols (e.g., periods, commas, question marks) indicate intonation in this system rather than grammatical category. Period, for example, marks a falling pitch or intonation. A comma indicates a continuing intonation with slight upward or downward contour. A question mark indicates a rising vocal pitch or intonation.

¹ Adapted from system developed by Gail Jefferson, printed in J.M. Atkinson and J. Heritage (Eds.), 1984, Structures of social action: Studies in conversation analysis. pp. ix-xvi. Cambridge University Press