

SAVING YESTERDAY TODAY FOR TOMORROW:
A GUIDE TO ORAL HISTORY
FOR THE BENCH AND BAR

By Carole Hicke



NINTH JUDICIAL CIRCUIT HISTORICAL SOCIETY

Pasadena

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APPENDIX F

TRANSCRIBING PROCEDURES FOR ORAL HISTORIES

Double space; provide two copies of transcript.

Begin with heading that includes names and dates; note the changes in tape sides; speakers' names are at left, with text margins indented under longest name.

EXAMPLE:

Interview with Judge James F. Jameson
Date of interview: May 1, 1991
Interviewer: Carole Hicke

Begin Tape 1, Side A

Hicke: Let's start with when and where you were born.

Jameson: I was born in.....[text continues inside the margins formed by leaving three spaces after the longest name].....

End Tape 1, Side A

Begin Tape 1, Side B

Jameson: So I knew that I wanted to be a lawyer, and I took all the courses I could find that would prepare me.....

Paragraph often when one speaker continues for more than five or six lines.

Transcribe everything you hear, with the following exceptions: Omit crutch words such as "you know" and irrelevant phrases such as "oh, really" or "my goodness." Transcribe most contractions, but change "yeah" and "uh-huh" to "yes." Don't attempt to edit sentences for clarity. If you can't understand a word, type [inaudible] in brackets.

Follow the interviewer's notes, especially for spelling of proper names.

Add stage directions *occasionally*, putting them in brackets, such as [laughter] or [hands over papers].

sample title page of transcript

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WESTERN LEGAL HISTORY ORAL HISTORY PROGRAM

Hon. James R. Browning

THE UNITED STATES COURT OF APPEALS FOR THE NINTH CIRCUIT:
THIRTY YEARS ON THE BENCH, 1961-1991

An Interview Conducted by
Carole Hicke
1991

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