

Transcript template for individual interviews

This guidance was developed for a research group doing business, economics and sociology research. They thereby use quantitative data generated through (online) surveys and experiments and qualitative data obtained from interviews, focus group discussions and observations.

Only use this guidance if it is fit for purpose for your research data. Else adapt it, or contact rdm@kuleuven.be for specific guidance for your research data.

Start the transcript with some contextual information about the interview

Interview date:

Interview location:

Interviewer:

Pseudonym / ID of interviewee:

Occupation of interviewee:

Age of interviewee:

Gender of interviewee:

Guidelines for the transcript:

- A uniform layout throughout all transcripts in the study
- Speaker tags to indicate turn-taking or question/answer sequence in conversations
- Line breaks between turn-takes
- Indicate anonymisation edits with [square brackets]
- Numbered pages

Example: <https://dam.ukdataservice.ac.uk/media/622380/ukdamodeltranscript.pdf>