

## Checking transcriptions for consistency – Russian & Ukrainian

### Check your own transcriptions

It's important for there to be consistent transcription methods, especially within each language. But since RUS and UKR are using the same transcription system, we should aim for consistency between the 2 languages as well. So remember to use the transcribing guidelines laid out in:

Comrie, Bernard & Greville Corbett. 2002. *The Slavonic Languages*. London & New York: Routledge. 827, 832-833. [see Russian\_translit.pdf on iMac1]

Exceptions to this system that we will follow: Use **zh**, **sh**, **ch**, and **shh** instead of the symbols with hacek (^), the 'hard sign' (#) and 'open e' (je).

This is in [http://projects.chass.utoronto.ca/ngn/HLVC/HLVC\\_Transcribing\\_Guidelines.pdf](http://projects.chass.utoronto.ca/ngn/HLVC/HLVC_Transcribing_Guidelines.pdf) and there are some other rules about punctuation, standard spelling, proper nouns, etc., there too. Please check over them and make any necessary changes to how you have been transcribing.

### Check each others' transcriptions

1. Add a column to the interview\_catalog.xls for each part of the interview (FW, IV) and label it "checked". There, you will be able to put in the initials of who has checked over each .eaf file and the date it was checked. (The team leader may want to add another column to say who WILL check which transcriptions, and dole them out.) Probably only native speakers should be doing the proofreading.)
2. Proofread the whole transcription and fix whatever is necessary. Be sure to consider all the rules listed in [http://projects.chass.utoronto.ca/ngn/HLVC/HLVC\\_Transcribing\\_Guidelines.pdf](http://projects.chass.utoronto.ca/ngn/HLVC/HLVC_Transcribing_Guidelines.pdf).
3. Put the file in the Proofread Transcriptions folder on iMac1.
4. Keep a list of recurring problems and pass it along to the original transcriber to help improve future transcriptions. Also post it in your LANGUAGE folder on iMac 1.
5. Add your initials and date to the interview\_catalog.xls when you've finished checking/fixing a file (see Step 1).

Some particular things to check for, in Russian:

<x>, <k>, <kh>, and <h> have all been used to transcribe the velar fricative /x/. The guidelines say to use <x>.

The phoneme /s/ has been transcribed with <c>, but should be <s>. <c> represents the affricate /ts/.

Check with Alexei if you have any questions about how to transcribe something that is not addressed in [HLVC Transcribing Guidelines.pdf](http://projects.chass.utoronto.ca/ngn/HLVC/HLVC_Transcribing_Guidelines.pdf). Then let Naomi know so she can update it.