

Rev Transcription Style Guide

1. Unworkable Projects

IF		THEN
There is <u>NO</u> English audio content	But there is foreign language content	<u>Unclaim</u> as "Foreign language"
	But there are some noises or inaudible sounds	<u>Unclaim</u> as "Missing audio"
	But there is singing	<u>Unclaim</u> as "Missing audio"
There <u>IS</u> English audio	But there are large periods of silence	Include a (silence) tag to indicate large portions of missing audio

2. Precision

- a) Never omit words
- b) Never add content, paraphrase or rearrange the order of speech
- c) Never censor or edit expletives
 - If already censored, use (beep)
 - If already silenced, type nothing as nothing is heard
- d) Never correct or edit a speaker's grammar
 - Never change contractions (do not -> don't)
 - EXCEPTION: Always change informal contractions for Non-Verbatim (gonna -> going to, cuz / cause -> because)
- e) EXCEPTION: Pronunciation errors that inhibit readability or understanding
- f) Always use context
- g) If a customer has provided speaker labels, use them
- h) Avoid writing excessively long paragraphs

3. Spelling

- a) US spelling at all times, even if the speaker has non-American accent
- b) Research words
- c) Use glossary terms when provided (left menu of the editor)

4. Inferred Speaker Labels

Speaker label type	Examples	When to use
Speaker's name	Jon Snow, Professor Lee	If the speaker's name can be reasonably inferred from audio/video (if too long abbreviate last initial)
Speaker + number	Speaker 1, Speaker 2	Default
Role/Title	Interviewer, Doctor, Translator	If speaker's name cannot be inferred
Group label	Students, Audience, Camera Crew, Male, Female	Only when there are too many speakers to consistently track who says what
Customer provided speaker labels must be used whenever possible		

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