**THE IMPRINT OF EDUCATION (TIE): A LONGITUDINAL COHORT STUDY OF AFRICAN ALUMNI OF THE MASTERCARD FOUNDATION SCHOLARS’ PROGRAMME**

Please use this document as a guide for your transcription. The instructions are followed by a list of transcribing codes for pauses, laughter etc., and then by an example which shows the form and layout required.

1. Name each In-depth Individual Interview (III) file as follows – Name your recording as follows:

StudyCountry\_Year of Graduation\_SexAge\_StudyCode\_InterviewYear\_InstrumentType (please note audio files will have the same naming protocol, so you can copy)

* DiasporaG\_2018\_F26\_Par7\_2022\_III
1. Fonts & spacing:
	1. Type in Arial, font size 10pt
	2. Make all text black
	3. Line spacing single
	4. Spacing “before” & “after” = 0 (set under “paragraph” under the “home” tab)
2. Files will have the same naming protocol e.g. DiasporaG\_2018\_F26\_Par7\_2022\_III. Where you see sequential letters at the end of the label (for example Diaspora\_2018\_F26\_Par7\_2022\_IIIa, Diaspora\_2018\_F26\_Par7\_2022\_IIIb, Diaspora\_2018\_F26\_Par7\_2022\_IIIc) the letters mean that these are several clips of one interview. In other words, due to whatever issues, the interview had to be done in 1 or 2 or 3 parts hence, the sequential letters indicate what order the clips need to be played in. In some cases, researchers would also label interviews in parts as DiasporaG\_2018\_F26\_Par7\_2022\_IIIPart1 and DiasporaG\_2018\_F26\_Par7\_2022\_IIIPart2.
3. Cover table for the first page of every transcription with correct details as per the following example:

|  |
| --- |
| ***Study name:***  **THE IMPRINT OF EDUCATION (TIE): A LONGITUDINAL COHORT STUDY OF AFRICAN ALUMNI OF THE MASTERCARD FOUNDATION SCHOLARS’ PROGRAMME** ***Interview number:*** TIE01***Date of interview:*** 20 July 2022***Language:***  Interviewer read questions in English, interviewee responded in English mostly (clarify any ‘other’ languages used)***Information of interviewee***: Date of birth / Age: 26 (use age in participant file name)Gender: Female (use gender in participant file name)Geographic region/Location: Uganda (use geographic region in participant file name)Number of interview: 1 of 1Name of Interviewer: Dr Alude Mahali |

1. In the transcript, use initials for the interviewer e.g. SS for Sharlene Swartz (Diaspora), AM for Alude Mahali (Uganda), ZN for Zibuyile Nene (South Africa), AC for Adam Cooper (Kenya), TL for Thierry Luescher (Rwanda), AF for Angelina Fadiji (Ghana) and KC for Krish Chetty (Ethiopia)
2. Number interviews TIE01 and so on e.g. TIE01, TIE02, TIE03, TIE04, TIE05 etc.
3. All interviews should be in English (except for the Ethiopia cohort whose interviews will be both in English and Amharic). If you do encounter another language, please contact Alude Mahali immediately (amahali@hsrc.ac.za) to arrange for translation if necessary.
4. Please transcribe participants’ responses word for word. Below is a code for various things you will encounter in the text such as laughter, pauses, stuttering, network/connectivity issues, disturbances or how to mark the script if something is inaudible.
5. Because some of these interviews take place virtually and not in person, in overcompensating interviewers may make constant affirming sounds e.g. mmm, ahhh etc. Please do not transcribe these sounds.
6. If you can’t make out what is being said listen to it 3x and then move on so as not to waste time unnecessarily. Place the sign [i] for ‘inaudible’, in the text and include the time at which you encountered this problem e.g. [i – 12:36].
7. Please do not use any bold, italics or tabs in the text.
8. Please use a colon after the name and one space (not tabs). Never use the space bar to create a new paragraph – always ‘enter’.
9. Allow one line space between each person speaking but single space the document.
10. Use usual Word A4 margins.
11. Insert page numbers
12. Save the file as a .rtf file

**Codes for transcribers:**

[s] stutter (use when participant stutters and breaks speech)

[m] mumble (use when speech trails off)

[l] laughs (use when participant laughs and breaks speech)

[i] inaudible (use when the speech is absolutely inaudible)

[p] pause (use when there is a short break in speech and another thought is picked up)

[lp] long pause (use when there is an extended break in speech and another thought is picked up)

[n/c] network/connectivity issues (use when the web system weakens and audio is temporarily distorted)

[d] disruption (use when something in the environment or an actual person/phone call disrupts the interview causing a break)

Never use ellipsis e.g. ‘...’

Some recordings have extremely long pauses (sometimes minutes) due to connectivity or the participant thinking. Please wait for speech to pick up again to continue transcription. Do not assume that silence means the interview is over.

If there is a [d] disruption (when something in the environment or an actual person/phone call disrupts the interview causing a break), do not transcribe the side conversation and continue transcription only when the interview resumes.

Please do not deviate from these instructions.

An example which shows the form and layout required follows below

Example of layout required:

|  |
| --- |
| ***Study name:*** THE IMPRINT OF EDUCATION (TIE): A LONGITUDINAL COHORT STUDY OF AFRICAN ALUMNI OF THE MASTERCARD FOUNDATION SCHOLARS’ PROGRAMME***Interview number:*** TIE01***Date of interview:*** 20 May 2021***Language:***  Interviewer read questions in English, interviewee responded in English***Information of interviewee:*** **Date of birth / Age:**26**Gender:** Female**Geographic region/Location:** Uganda**Number of interview:** 1 of 1**Name of Interviewer**: Dr. Alude Mahali |

AM: Just some personal questions about where you live and stuff like that. Where do you live?

Uganda\_2018\_F27\_Par3\_2022: Uhm, I do stay in Wakiso.

AM: So you live in Wakiso. Have you always lived there?

Uganda\_2018\_F27\_Par3\_2022: Well, I was born in Kampala and then for about a couple of years [i – 0:58] and then we moved to Wakiso. My brother was born in Kampala and then we came down to Wakiso when I was about 6 or 7 around there. So, I’ve been staying here since -

AM: Since you were 6 or 7?

Uganda\_2018\_F27\_Par3\_2022: Yeh.

AM: So, you went to school in Wakiso?

Uganda\_2018\_F27\_Par3\_2022: High School, I went to in Stansa [m] it wasn’t too far.

AM: How old are you?

Uganda\_2018\_F27\_Par3\_2022: I am 26 this year.

AM: And what are you studying?

Uganda\_2018\_F27\_Par3\_2022: Education.

AM: Aah, postgrad

Uganda\_2018\_F27\_Par3\_2022: Yes, a Masters.

AM: You going to be a teacher.

Uganda\_2018\_F27\_Par3\_2022: Yeh, I love kids. I want to like after my degree, I want to do my PhD in Educational Psychology.

AM: Ja, you must go further.

Uganda\_2018\_F27\_Par3\_2022: Branch off into something else. I was thinking - [d – 1:40 -1:58]

AM: I didn’t hear the last part of what you said. Did you say you want to teach like in Uganda or?

Uganda\_2018\_F27\_Par3\_2022: I am thinking abroad, keeping my options open.

AM: Good for you.

Uganda\_2018\_F27\_Par3\_2022: Yes.

AM: Are you religious? Do you describe yourself as religious?

Uganda\_2018\_F27\_Par3\_2022: I do. Islamic.

AM: Are you Muslim?

Uganda\_2018\_F27\_Par3\_2022: [p] Yes.

AM: Your parents are [d]?

Uganda\_2018\_F27\_Par3\_2022: Yes, my parents are divorced, I stay with my mum.