

Stage 1 Transcription Checklist – Detailed

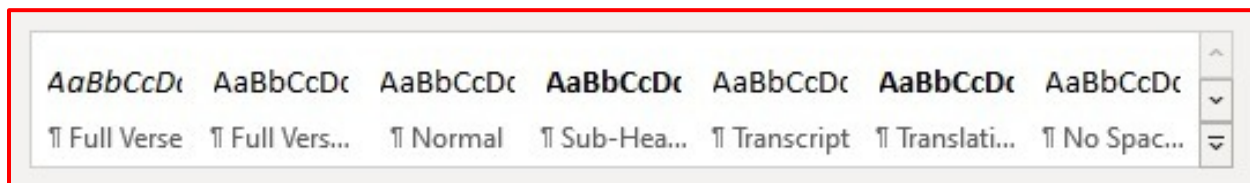
This checklist attempts to serve the transcribers in their kind efforts on the *RNS Project Transcribe*

<https://www.radhanathswami.com/project-transcribe/>

- Does the **lecture** you are listening to match the **transcription file** you have received? If not, please don't transcribe it
 - ✓ If the **entire** lecture file has another speaker, and no portion spoken by Maharaja, please don't transcribe it
 - ✓ And kindly inform your Coordinator, they will happily provide you with the correct transcription file
- Did you download and use the **latest** transcription template, identified by the **metadata table** at the top?
 - ✓ You can get the latest template here: <https://www.radhanathswami.com/download/23299/>
- Did you complete the **minimal metadata** fields shown in the example below?
 - ✓ The **minimal metadata** fields are identified below

Event Name/Title	Intricate Workings of The Modes of Material Nature
Event Date	12 Apr 2018
Event Location	Event Country, Event City, Venue Name
Event Type	Choose an item.
Transcriber	Your Name
Completed	12 Apr 2018
Source Audio	e.g. http://www.radhanathswamimedia.com/Lec/2015/15-019-Initiation%20Lec%20(Juhu)-IL-dt_15_01_30.mp3
Source Video	e.g.
Verse	SB 11.25.06

- ✓ The other fields can be completed in the next stage.
 - ✓ If the previous **Transcriber** name is found in the metadata table, simply **add your name separated by a comma**
 - ✓ Change the **Completed** date in the metadata table to the date when you finish the ST1 transcription
- Did you use a single font type **Calibri**, size **11pt** for the **entire body** of the transcript?
 - ✓ The transcription template (v6 onwards) includes custom **Styles** that help format/style text that you select
 - **To apply**, select the text, and then click the style that you want to apply in MS Word **Home Ribbon**
 - Available styles are: **"Full Verse"**, **"Full Verse Number"**, **"Sub-Heading"**, **"Transcript"**, & **"Translation"**
 - For a practical demonstration, kindly watch this 4-minute video: <https://youtu.be/amW7TC6sNNk>



- Does the transcript cover the **entire** audio file?
 - ✓ A good place to **start** is when Maharaja begins to speak either a verse, or to the devotees
 - ✓ Please scrub through any blank sections to ensure everything is captured in the transcript
- Does the audio file have the **mangalacarana** prayer in the beginning, or **kirtan** at any time?
 - ✓ If present, kindly **skip both these** portions from the transcript
 - ✓ These may be identified in square brackets as **[mangalacarana]** or **[kirtan]** in the transcript
- Does the transcript represent Maharaja's words **verbatim**, consistent with US-English spellings and grammar?

As a general rule for transcribers, please maintain **accuracy of the narrative**; therefore, attention to detail is critical

- ✓ Kindly **always** transcribe the talk/lecture **exactly as spoken** by Maharaja, rather than trying to correct/edit what Maharaja is speaking, even if it **appears** to be incorrect
- ✓ Even if Maharaja **appears** to misspeak something, kindly **include everything that is spoken as-is** and separate any breaks by an ellipsis and continue transcribing (e.g.: Lord Nityan...Lord Caitanya Mahaprabhu said)
- ✓ Even if Maharaja **appears** to misspeak part of a verse, kindly **include the misspoken part as-is** and insert the **correct verse text** within square brackets which represents ‘unspoken’ words. Also include the **correct** verse number and translation from vedabase.io **based on the context**. Seek clarification if necessary
- ✓ If Maharaja **repeats** some words, then **include all repetitions** and separate the repeated words by an ellipsis (e.g.: and Madhavendra Puri was initiating them all, in...in...in maha-mantra)
- ✓ If Maharaja speaks the **maha-mantra**, inline the mantra like a partial Sanskrit verse, preferably with diacritics (e.g.: hare kṛṣṇa hare kṛṣṇa kṛṣṇa kṛṣṇa hare hare/hare rāma hare rāma rāma rāma hare hare)
- ✓ If Maharaja asks the devotees to chant Haribol, mark **where the devotees are heard** per the following example: (e.g.: raise your arms and say Haribol. [devotees:] “Haribol!”)
- ✓ If Maharaja makes an **audible expression**, include it in the transcript with the appropriate tone and context (e.g.: Ah? or Hmm? – question tone, ...Um... – thinking tone, Ah! or Ha! – exclamation tone, etc.)
- ✓ If **Maharaja enacts any sounds** such as a cow mooing, etc., include this inside square brackets along with the sound (e.g.: moo...moo...[Maharaja makes mooing sound], OR simply, [Maharaja makes gunshot sounds])
- ✓ In general, any **unspoken words** added to the transcript for **giving context** to the reader, are to be **enclosed within square brackets** (e.g.: [laughter], [chuckles], [devotees repeat], [birds chirping], etc.)
- ✓ There **may be** instances where **adding a word** may be necessary to form a complete sentence

In such cases, insert the **unspoken** word within **square brackets** (without italics, since it is **not an info-marker**) (e.g.: [It] has to do with what your name is...[if] your name is from a particular place, a particular family...)

In no case should any spoken words be modified or omitted, transcribe all spoken word as-is, verbatim

If necessary, insert the added words, alongside the spoken, transcribed words

(e.g.: He didn’t expect any respect **for [from]** the worms, they were eating him, but he offered all respect to...)

8. If Maharaja speaks a **full** Sanskrit/Bengali verse, **paragraph** the verse then include the following:

- ✓ the **full verse text** (only the English script with diacritics) – center-aligned with *Italics*
- ✓ the **book title** and **verse number** – in square brackets, right-aligned with only the book title in *Italics*
- ✓ the **translation** – in square brackets, justified, bold

Shown in the **example** below:

vidyā-vinaya-sampanne
brāhmaṇe gavi hastini
śuni caiva śva-pāke ca
paṇḍitāḥ sama-darśinaḥ

[Bg. 5.18]

[The humble sages, by virtue of true knowledge, see with equal vision a learned and gentle brāhmaṇa, a cow, an elephant, a dog and a dog-eater [outcaste].]

Note about the translation:

- ✓ If Maharaja quotes a verse and also **speaks the translation** after the verse, then,
 - the **translation copied from vedabase.io** is pasted inside square brackets as above, and
 - the **translation spoken by Maharaja** is transcribed from the audio and enclosed in **single quotes**

Note about the main verse of the lecture:

- ✓ When the **main verse of the lecture** is being read, replace any existing transcription with following:
 - The **full verse text, verse reference, and translation** from vedabase.io exactly as above
 - In addition, copy-paste the **complete Purport** from vedabase.io, for the **main verse of the lecture only**
- ✓ To indicate the start of the purport, place the title “**Purport**” **above the purport** and after the main verse text.
- ✓ To indicate start of Maharaja’s talk, place the title “**Lecture Transcription**” **below the Purport** pasted as above
- ✓ The verse/purport being read at the time of recording **may differ** from the current version found on vedabase.io. Simply copy the version from vedabase.io for the **read portion**, and continue **verbatim transcription thereafter**
- ✓ Sometimes, Maharaja may continue reading verses after the main verse, and may skip reading some elements, In this case, include the following:
 - **Verse text** copied from vedabase.io, with diacritics – if spoken
 - **Book reference and verse number**, using standard format as above – **always**
 - **Translation** copied from vedabase.io, bold but **not** in square brackets – if spoken
 - **Purport** copied from vedabase.io – if spoken

9. If Maharaja speaks a **partial** Sanskrit/Bengali verse as found on <https://vedabase.io/en/>, **inline** the verse and then include the following:
- ✓ the **spoken verse text** (only the English script with diacritics)
 - ✓ the **book title** and **verse number** – after the verse in square brackets, with **only** the book title in *Italic*
 - ✓ *Copying the translation is no longer required for partial verse*

Shown in the **example** below:

The jivatma, the spirit soul, is eternally part of Krishna, *nitya-siddha kṛṣṇa-prema ‘sādhya’ kabhu naya* [Cc. Madhya 22.107]

10. If Maharaja quotes **spoken** words by a person or deity, include the quoted words as below:

- ✓ **after** a comma,
- ✓ inside **double quotes**,
- ✓ with **capitalized** first letter, and
- ✓ ending punctuation **inside** the double quotes (unless the question is about the quote itself)
(e.g.: Madhavendra Puri said, “How did you know I was fasting all day?”)

11. If Maharaja quotes **unspoken** words such as thoughts, include the quoted words as below:

- ✓ **without** a comma,
- ✓ inside **single quotes**,
- ✓ with **capitalized** first letter, and
- ✓ ending punctuation **inside** the single quotes (unless the question is about the quote itself)
(e.g.: But then he was thinking that ‘He has given me an instruction.’)

12. If at any time someone is being **paraphrased** (indirect quote), then quotation marks **should not be used**

- ✓ (e.g.: Some of the ladies at the neighboring well, they told me that you have not taken any prasada all day.)

13. **Non-English words and names** can be written using their phonetic English equivalents, **without diacritics or italics**

- ✓ (e.g.: Krishna, Vishnu, Chaitanya) Kindly maintain the **chosen spelling consistently** throughout the transcript
- ✓ Please note that this **does not apply** to **full or partial verses**, those should still be **with diacritics and italics**

14. Use **lower case** for **divine pronouns** that refer to Krishna/Vishnu tattva mid-sentence

✓ (e.g.: And he looked up at the fruit vendor and said to the lady, please give me fruits.)

15. **Name Titles** appearing on their own are **lower case**, but titles appearing alongside a proper noun are **capitalized**

✓ (e.g.: *titles appearing on their own*: lord, supreme personality, king)

✓ (e.g.: *titles appearing alongside a proper noun*: Lord Krishna, Supreme Personality of Godhead, King Parikshit)

✓ **Note**: 'God' and 'Godhead' are **always capitalized**

✓ This applies to the **transcribed lecture only**; this **does not apply** to anything copied from vedabase.io

16. Always write **numbers as words** (e.g.: "nine years before" and **not**, "9 years before.")

✓ Numerals should only be used for decimals, fractions or a precise number (e.g.: 3.11 Trillion years.)

17. Did you include a **book/song reference** where applicable, e.g. [Bg. 18.66], [Padyavali 126], or [Cc. Madhya 22.107]?

✓ Please note that **only** the **book/song title** of the reference should be **italicized**, and not the verse number.

✓ Follow the **BBT naming format** for book titles, when using the **full form** (note the **capitalization** and **italics**):

▪ (e.g.: *Bhagavad-gita*, *Srimad-Bhagavatam*, *Sri Caitanya-caritamṛta*, *Sri Brahma-saṁhita*, etc.)

✓ For the **verse references**, you can use the **shorthand** version of the book titles, **also italicized**, as shown below:

▪ (e.g.: [Bg. 18.66], [SB 2.9.33], [Cc. Madhya 17.80], [Bs. 5.1], etc.)

✓ Some book/song references **may not** have a commonly known shorthand, these should always be **full form**:

▪ (e.g.: [Vedānta-sūtra 1.1.2], [Padyāvalī 63], [Iṣṭa-deve Vijñapti 1], [Śrī Guru-paramparā 6])

✓ Some verses appear in multiple books; **if other references are known**, these may be separated by a comma:

▪ (e.g.: *mama janmani janmanīśvare* [Cc. Antya 20.29, Śikṣāṣṭaka 4])

✓ Whichever shorthand approach is chosen, it needs to be **applied consistently** throughout the document

▪ (e.g.: Avoid using different formats such as, BG, then Bg. and then Bg (without dot) in the same document)

✓ If Maharaja refers to a book by its title in the talk, that spoken title should also be **italicized** in the transcript.

▪ (e.g.: In this chapter of *Srimad-Bhagavatam*, we find the residents of vraja-bhumi going to the holy places)

✓ Please note that **diacritics** in the book reference names **are optional**; but if used, apply them **consistently**

✓ **The recommended method** for finding verse references is by searching here: <https://vedabase.io/en/search/>

18. Since Maharaja is US born, kindly use **US English spellings** throughout,

✓ You may also check the language setting in MS Word: [Set Proofing Language in MS Word](#)

✓ (e.g.: use 'scrutinizingly' instead of 'scrutinisingly')

19. Did you have **difficulty hearing or understanding** some words perhaps because of poor audio quality or being unfamiliar with some of Maharaja's phrase?

✓ Please highlight this in yellow, within brackets, along with the timestamp range and the type of issue you faced (e.g.: [00:50:30 - 00:50:45 *inaudible*]) and then carry on with the rest of the lecture

20. Does the audio file appear to have any **breaks, muffled words, or noise**?

✓ Kindly identify these as either [break], [inaudible], [indistinct], [noise], or as appropriate

✓ And continue transcription where the audio resumes, or is audible again

21. Did the lecture have a Q&A session or any other speakers?

✓ Only **His Holiness Radhanath Swami's** lecture/talk/seminar needs to be transcribed

✓ Transcribing other speakers is **not** required – **unless** it is a book tour, a conversation, a dialogue, or Q&A session

✓ Transcribe the **audible portions** of the Q&A session, inaudible parts can be marked as described in Pt. #20 above

✓ Use **standard markers** such as [devotee:] or [Ananda Vrindavan Prabhu:] – if the name of speaker is known – to mark the question or comments spoken by the devotee from the audience – **not bold**, only **italics** inside []

- ✓ To **clearly indicate** where Maharaja responds or speaks, add a marker [*Maharaja:*] – this generally applies to the Q&A section of the transcript only where there may be a dialog, therefore a differentiation may be required
- ✓ Any other markers such as “**Question:**”, “**Answer:**”, “**Q:**”, “**A:**”, “**Devotee:**”, “**HHRNSM:**” are **not advised**

22. Any **live translation** in another language e.g., Hindi, Russian, Italian, etc. in the audio file **need not** be transcribed

Important, please read the following before you SUBMIT:

23. Kindly ensure all transcripts are saved in a Word ***.DOCX** file format.

- ✓ **MS Word** is the preferred tool, but you may use other tools available, such as **Google Docs** or **Apple Pages**.
- ✓ Please note that the **end file** must always be a ***.DOCX** file format **from any tool** (use the **export** feature)
- ✓ Please do **not** send your completed transcripts in ***.PDF**, ***.RTF**, ***.TXT**, or ***.DOC** file formats
- ✓ **Tip: Home use** MS Office subscriptions/licenses are fairly inexpensive, [available here in three tiers](#)

24. **It is very important to ensure the final document is renamed with the following file naming convention**

- ✓ Use **as much information** as you have available to form the file naming convention
- ✓ If some information is **not available/missing** from the naming convention, then simply **skip** that item
- ✓ Kindly avoid changing this **order of the components** in the file naming convention
- ✓ If the file naming convention is already applied, then simply **increment the version number** of the file

Filename Structure:

YYYY_MM_DD-Event_Country-Event_City-Event_Location-Event_Title-st1-vr01.docx

Examples:

2018_12_31-UK-London-Buckingham_Palace-New_Years_Eve_Address-st1-vr01.docx

2015_01_15-India-Mumbai-ISKCON_Chowpatty-Initiation_Address-st2-vr02.docx

2011_10_23-USA-New_York-The_Bhakti_Center-SB_10_14_8-st3-vr04.docx

- ✓ **Q:** What if I **don't have** all the information needed to fulfil the above naming convention structure?
- ✓ **A:** That's okay – kindly include **as much as you have** to hand. Where required – **add a sequence number** to ensure we can differentiate between files.

Examples:

Ramayana_01-st1-vr01.docx,

Ramayana_02-st1-vr02.docx,

Ramayana_03-st1-vr03.docx

2015-India-Vrindavana_Yatra-Surabhi_Kund-st2-vr01.docx

25. **After checking** the file naming convention, the completed transcription file should be submitted at the below link

- ✓ <https://www.radhanathswami.com/submit-your-transcription/>

26. Did you come across an issue or a question that is **not addressed** on this checklist?

- ✓ Please feel free to contact your **assigned coordinator** (contact info is in your lecture assignment email)
- ✓ If unable to contact your coordinator, you may contact the Project Team at transcripts@rnsoffice.com

TOOLS AND RESOURCES

Project Resources page:		https://www.radhanathswami.com/project-transcribe/
Verse and song references	Source 1:	https://vedabase.io/en/search/
	Source 2:	https://vaishnavsongs.iskcondesiretree.com/search/
	Source 3:	http://kksongs.org/search.html
Formatting tutorial:		https://youtu.be/amW7TC6sNNk

GENERAL GLOSSARY

[]	Text placed inside square brackets are in general ‘unspoken words’, that are not heard in the audio, but included in the transcript to provide context to the reader
Marker	Text placed inside square brackets and in italics that describes an incident in the talk
Addition	Text placed inside square brackets without italics are words that are ‘added’ to the transcript to fill in words that were skipped but are needed to form a complete sentence, OR text that is added to replace an incorrect word or name that Maharaja does not correct as heard in the audio Note: We never ‘edit’, ‘modify’ or ‘delete’ spoken words, but we may ‘add’ words if necessary .

MARKER GLOSSARY

[<i>break</i>]	Audio recording stopped abruptly and resumed at a later point in the talk
[<i>noise</i>]	Background noise is heard such that spoken words are difficult to hear
[<i>inaudible</i>]	Words are being spoken, but are not heard in the audio recording, included with timestamp and yellow highlight
[<i>indistinct</i>]	Words are being spoken, and are also heard in the audio recording, but are difficult to understand, included with timestamp and yellow highlight
[<i>end</i>]	Always placed after the last word heard in the audio file (which may not be the end of the recording) Note: Insert both [<i>break</i>] as well as [<i>end</i>] if the audio file ends abruptly mid-lecture.
[<i>laughter</i>]	Distinct laughter by audience and/or by Maharaja
[<i>Maharaja laughs</i>]	Distinct laughter by Maharaja alone
[<i>devotees chuckle</i>]	Light laughter or chuckle by devotees
[<i>Maharaja chuckles</i>]	Light laughter or chuckle by Maharaja alone
[<i>devotee:</i>]	Words spoken by a single unknown devotee, also used when question asked by an unknown devotee
[<i>devotees:</i>]	Words spoken by multiple unknown devotees together
[<i>Maharaja:</i>]	Maharaja resumes to speak after a devotee has spoken or has asked a question. Typically used after [<i>devotee:</i>] marker, but generally not required after the [<i>devotees:</i>] marker
[<i>Anand Vrindavan Prabhu:</i>]	Words spoken by a devotee whose name is known from context, example shown for ‘Anand Vrindavan Prabhu.’
[<i>kirtan</i>]	Kirtan begins
[<i>mangalacarana</i>]	Mangalacarana prayers begin
[<i>devotees repeat</i>]	Devotees are heart repeating the text preceding the marker, generally used after invocation or verse text
[-----]	Free form marker: Any text inside square brackets and in italics that succinctly describes the incident in the lecture that is not otherwise obvious from the transcript, such as [<i>loudspeaker in background</i>], or [<i>bird chirping in background</i>], etc.

Thank you for your kind efforts on this project