



Stage 3 Proofreader Checklist

This checklist attempts to serve the Proofreaders in their kind efforts on the *RNS Project Transcribe* <https://www.radhanathswami.com/project-transcribe/>

- This is the **very final stage** of the transcription before it is **filed, distributed** and/or **published**. Therefore, **careful checking** of any kind of errors such as spelling, typos, grammar, punctuation, formatting, inconsistencies, etc. is of high importance; more so, because such inconsistencies may be minor at this stage.
- For **Stage 3**, the goal is to **carefully proofread** and make any final corrections to the transcription file.
 - ✓ This **necessitates** listening to the **entire lecture** carefully, using **headphones**.
- If the answer to **any** of the checks below is “**No**”, then please refer to the relevant guides and resolve that issue.
- Have you familiarized yourself with the [ST1](#) and [ST2](#) checklists found on the [Project Transcribe website](#)? As a **proofreader**, it is essential to familiarize yourself with these checklists, the link is in the **header** above

There are three main areas of focus:

a. Quality

2. Does the transcript use the **latest** template document that is found here at the time of review?
 - ✓ <https://www.radhanathswami.com/download/23299/>
 - ✓ 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 ST3 proofreading
3. Is the transcription **consistent** with the audio file, following the **Stage 1 (ST1)** and **Stage 2 (ST2)** Checklists?
 - ✓ Most importantly that the transcript contains what Maharaja speaks **verbatim**, and nothing is edited or deleted
4. Is the transcription compliant with **all the items** stated in the [ST1](#) and [ST2](#) Transcription Checklists?
 - ✓ All Stage 1 and Stage 2 tasks **must be complete** before progressing to Stage 3
5. Is the transcription free from any **inconsistencies** related to spelling, tense, grammar, punctuation, formatting, etc.?
 - ✓ Please try to correct these inconsistencies even if minor, **as much as possible**, following **US-English** usage
6. Did you check for correct usage of **homophones** based on the context of what Maharaja is speaking?
 - ✓ Homophones are words that **sound alike** but are different in **meaning** and **spelling**.
 - ✓ (e.g.: accept **vs.** except; holy **vs.** wholly; to **vs.** too; you’re **vs.** your; its **vs.** it’s; they’re **vs.** there **vs.** their)
7. Is there a **word or a sentence** that is **unclear** or appears **out of place**? Sometimes a fresh perspective is all it needs...
 - ✓ For such instances, **add a comment** in MS Word, and include the **time stamp**, so it can be reviewed by the team
8. Did you check if all the quoted full or partial **Sanskrit/Bengali verses** are **with diacritics** as found on vedabase.io
 - ✓ Also ensure that all verse quotations are accompanied with their **translation** and **book/song reference**
9. Did you check for correct **formatting** of the appropriate items in the transcript file?
 - ✓ **Tip:** The primary styles used for transcription are available in the latest transcription template as **Quick styles**.

- ✓ A **quick reference** formatting guide for the different elements of the transcript is given in the Appendix below
- ✓ Are all the **ellipses** consistent? These should be a single character that look like **three dots** together – ‘...’
- ✓ Over variants of ellipses, such as with two dots ‘..’ or four dots ‘....’ should be corrected to proper usage.

b. Structure

- Does the transcription have **meaningful sub-headings** and **paragraph-breaks** added?
 - ✓ The **sub-headings** help the reader as well as help document the **main themes** spoken by Maharaja
 - ✓ Note that the sub-headings must be **bold** and **centered** (**no** italics, **no** underline, and **no** colon)
- Does the transcription have **relevant markers** wherever necessary?
 - ✓ For example, [kirtan], [break], [inaudible], [laughter], [chuckles], [indistinct], [end], are all valid markers
 - ✓ Please note that **only** the **marker text** inside the square brackets is **italic**.

c. Metadata

- Have **all of the Metadata** fields been **accurately completed** (in the table found at the top of transcription file)?
 - ✓ List out the main verse, places, pastimes, persons and the themes mentioned in the lecture.
 - ✓ You can give **as many themes as needed**; but the **most important** ones should come first.
- Once **all the above 3 areas** are complete, the **Stage 3** transcription file should be submitted with **-st3-** in filename:
 - ✓ Here: <https://www.radhanathswami.com/submit-your-transcription/>

APPENDIX – Transcript Formatting Reference Guide

	Font	Size	Align	Bold	Italic	Under line	Line Spacing	Paragraph	
								before	after
All	Calibri	11 pt	-	-	-	No	1.15	6 pt	6 pt
Full Verse	Calibri	11 pt	Center	No	Yes	No	1.15	6 pt	6 pt
Full Verse Number	Calibri	11 pt	Right	No	Only book/song title	No	1.15	6 pt	6 pt
Partial Verse	Calibri	11 pt	Inline	No	Yes	No	1.15	6 pt	6 pt
Partial Verse Num.	Calibri	11 pt	Inline	No	Only book/song title	No	1.15	6 pt	6 pt
Translation Text	Calibri	11 pt	Center	Yes	No	No	1.15	6 pt	6 pt
Transcript Body	Calibri	11 pt	Justify	No	No	No	1.15	6 pt	6 pt
Sub-Heading	Calibri	11 pt	Center	Yes	No	No	1.15	6 pt	6 pt
Markers e.g.: [kirtan]	Calibri	11 pt	Justify	No	Only inside bracket	No	1.15	6 pt	6 pt

Thank you for your kind efforts on this project