Stage 1 Transcription Checklist – Condensed

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

1. Does the **lecture** you are listening to match the **transcription file** you have received? If not, *inform your Coordinator*

2. Did you use the **latest** transcription template from here: https://www.radhanathswami.com/download/23299/?

3. Did you complete the **minimal metadata** fields shown in example in the image here?   → → →

   | Event Name/Title |
   | Event Date |
   | Event Location |
   | Event Type |
   | Transcriber |
   | Completed |
   | Source Audio |
   | Source Video |
   | Verse |

4. Did you use a single font type **Calibri**, size **11pt** for the **entire body** of the transcript?

5. Kindly **start** the transcript when Maharaja begins to speak and transcribe the **entire** audio file

6. Kindly skip the *mangalacarana* prayers and any **kirtan**; mark these as [*mangalacarana*] or [*kirtan*]

7. Did you transcribe Maharaja's words **verbatim**, consistent with US-English spellings and grammar?

8. **Paragraph** a **full** Sanskrit/Bengali verse from vedabase.io; centered, italic, with **reference** and **translation**

9. **Inline** a **partial** Sanskrit/Bengali verse from vedabase.io; italic with **reference** ~~and translation~~, *without translation*

10. Quote **spoken words**, **after** a comma, inside **double quotes**, **capitalized** first letter, and punctuation **inside** the quotes (e.g.: Madhavendra Puri said, "How did you know I was fasting all day?")

11. Quote **unspoken words**, like thoughts, **without** a comma, inside **single quotes**, **capitalized** first letter, and punctuation **inside** the quotes (e.g.: But then he was thinking that 'He has given me an instruction.')

12. For **paraphrased words** (indirect quotes), quotation marks **should not be used**
    (e.g.: The ladies at the neighboring well, they told me that you have not taken any prasad through the day.)

13. Any **Non-English words** can be written using their English equivalents, **without diacritics or italics** (*except verses*)

14. Omit the use of capital letters when using **divine pronouns** to refer to Krishna/Vishnu tattva mid-sentence

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

16. Write **numbers as words** ("nine years before"); except decimals, fractions or a precise number (3.11 Trillion years.)

17. Book references are quoted as [*Bg* 18.66] or [*SB* 1.1.2] or [*CC Madhya* 22.107]; **only** the title should be italicized

18. Since Maharaja is US born, kindly use **US English spellings** throughout (e.g.:'scrutinizingly' instead of 'scrutinisingly')

19. Mark **inaudible/indistinct words** in yellow, in brackets, with timestamp and issue faced [50:30 - 50:45 inaudible]

20. Identify any **breaks, muffled words**, or **noise** as either [*break*], [*inaudible*], [*noise*], or as appropriate

21. Please transcribe only **Radhanath Swami's** lecture, other speakers are **not** required **unless** it is a conversation/Q&A

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

23. Kindly ensure all transcripts are saved in a Word ***.DOCX** file format, and **not** in ***.PDF**, ***.RTF**, ***.TXT**, or ***.DOC**

24. Kindly ensure your transcription file is using the **file naming convention** below, and **increment the version number**

    2018_12_31-UK-London-Buckingham_Palace-New_Years_Eve_Address-**st1**-**vr02**.docx

25. Submit the completed transcription file at: https://www.radhanathswami.com/submit-your-transcription/

26. Please contact your **assigned coordinator** or the Project Team at *transcripts@rnsoffice.com* for any other queries

Thank you for your kind efforts on this project