Stage 2 Transcription Checklist

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

1. Did you *review* the *Stage 1 (ST1)* Transcription *Checklist* already?
   - ✓ All Stage 1 tasks must be complete *before progressing* to Stage 2

2. Did you complete the *remaining* metadata fields shown in the image here (in *red*)? → → →
   - ✓ List out the *main verse*, *places*, *pastimes*, *persons* and the *themes* mentioned in the lecture
   - ✓ You can give as many themes as possible, but the *most important* ones should come first

   Event Name/Title
   Event Date
   Event Location
   Event Type
   Transcriber
   Completed
   Source Audio
   Source Video
   Verse
   Tags – Places
   Tags – Pastimes
   Tags – Persons
   Tags – Themes

3. Did you add *meaningful sub-headings* and *paragraph-breaks* to the transcription wherever relevant?
   - ✓ Paragraphs create *natural breaks* and *structure* to the text, which immensely helps the reader
   - ✓ The *sub-headings* help the reader as well as help document the *main themes* spoken by Maharaja
     - ▪ Relevant sub-headings may be added along with a paragraph *whenever a new theme* is introduced (e.g.: Significance of Candana Yatra, Lord Krishna lifts Govardhan hill, Lord Caitanya Visits Remuna, etc.)
     - ▪ Even if there is *no change in the theme*, still sub-headings can be added to aid the *flow of the story* (e.g.: Ramananda Raya instructs Lord Caitanya, Lord Caitanya hearing from Ramananda Raya, etc.)
   - ✓ Note that the sub-headings must be *bold* and *centered* (*without* italics, underline, or colon)

4. Some files that we have *presumed* are *ST1*, might in fact be *more progressed* at *ST2* or *ST3*
   - ✓ Although such mismatches are *unexpected*, your kind support to *verify the progress* is still requested
   - ✓ Listen at 1.5x or 2x speed to *quickly check* the transcription *accuracy* – quality levels may vary later in lecture
   - ✓ Complete transcription to *at least* the *ST2* level; some of you may even be comfortable to progress to *ST3* level

5. Did you confirm the transcription *complies* with the fixed format *Word document template* file below?
   - ✓ https://www.radhanathswami.com/download/23299/
   - ✓ Please confirm that the *metadata table headers* (pic above) in the transcript *match* those from the template file
   - ✓ If your transcription was not supplied in this template, please *copy and paste* transcription into this template.

6. Kindly ensure all transcripts are saved in a Word **.DOCX* file format
   - ✓ Please do *not* submit your completed transcripts in **.PDF*, **.RTF*, **.TXT*, or **.DOC* file formats

7. Please ensure the transcription file name follows the file naming convention below
   - ✓ Use *as much information* as you have available, and if something is *missing*, 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
     2018_12_31-UK-London-Buckingham_Palace-New_Years_Eve_Address-st2-vr02.docx

8. The *completed* transcription file should be submitted at the below link with -st2- in filename:
   - ✓ https://www.radhanathswami.com/submit-your-transcription/

9. Once a transcription is submitted as *ST2* *complete*, your assigned Coordinator will review and provide some feedback for *ongoing improvements*.

Thank you for your kind efforts on this project