



## Stage 3 Coordinator Checklist

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

- Kindly refer to the **Stage 3 Proofreader Checklist** here: <https://www.radhanathswami.com/download/23340/>  
 ✓ This is a short but **very important checklist** for this stage.
- This is the **very final stage** of the transcription before it is **filed, distributed** and/or **published**.
- It is worthwhile to mention that the transcript must **faithfully** represent the **Vanī** of His Holiness Radhanath Maharaja, **even without listening to the lecture**.
  - ✓ The transcript should clearly convey the mood of the lecture, using **appropriate punctuation and markers**.
  - ✓ The reader of the transcript should be **able to follow along** the spoken sentences and themes.
  - ✓ There **must not be any confusion or ambiguity** in the narration when reading the transcript.

With the above objectives in mind...

- The **ST3 coordinator** is only required to view the submitted ST3 file, and skim through it for a final verification.
  - ✓ If the proofread ST3 file appears **complete in content** and **consistent in formatting** during the visual verification, then mark the submission as “**Stage Complete**” in the “Submissions” tab of the transcription database.
    - **Tip:** Keep the **ST1 guideline** handy in case it is needed to perform the visual verification
  - ✓ If there appear to be some **minor misses** in formatting, such as missing italics for the book names, or hyphenation for the book names, etc. kindly fix these and **re-submit as a proofreader** to update the database.
    - Then, this re-submission may be marked “Stage Complete”
  - ✓ If there appear to be **many inconsistencies** in the formatting of the different elements, or if when reading the transcript the sentences do not read correctly, kindly **send the transcript back for correction** to the proofreader.
- The proofreader is expected to be **self-sufficient** in the ST3 service, however, there may be inaudible, or indistinct portions of the lecture audio, which are marked as [**inaudible 39:05**] or [**indistinct 1:05:14**]
  - ✓ Sometimes a **fresh perspective** is all it takes.
  - ✓ Therefore, if possible, listen to **only the marked** portion of the audio and **attempt to identify** the inaudible or indistinct words spoken by Maharaja
  - ✓ Then, update and resubmit the transcript **as a proofreader** to update the database.

*We sincerely thank you for your kind efforts on this project*