

Typeology

WORKERS' CO-OPERATIVE

Factors which may affect price

We are happy to provide quotes in advance of receiving work, but the more information about the job we have in advance the more accurate the quote is likely to be.

As such, we ask clients to tell us as much as possible in advance about factors which may affect the amount of time it will take us to complete their transcription job.

In order to pay our workers a decent wage for the work they do, we charge variable rates depending on the difficulty of the audio we transcribe.

Our standard rate for **one-to-one** interviews with **good quality audio** and **no other particular complicating factors** is £1.20 per audio minute. However, it's not unusual for there to be complicating factors.

By other complicating factors, we mean anything that might reasonably be assumed to make transcription take longer.

Below are details of some of the more common complicating factors we encounter but **this list is not exhaustive**.

As such, we ask you that you let us know about anything else in your recordings which you feel might impact on how long the transcription takes. As such we can provide a quote which most accurately reflects what we will eventually charge.

Complicating factor	Details
Multiple speakers	<p>Our above quote is based on a one-to-one interview. As soon as you start to add additional speakers, this makes transcribing more complicated.</p> <p>First of all, the addition of a third person generally makes an interview far more conversational, and therefore increases things like interruptions and people speaking over each other, which affect turnaround time.</p> <p>For larger groups, such as focus groups, this brings additional complications. Firstly, on a recording with several people who may at times be speaking over each other, it becomes harder for the typist to track who is speaking at any moment. Furthermore, a large group makes it much more likely that somebody's speech will be difficult to make out, for example because they are far from the recording device.</p>
Audio quality	<p>Basically anything that affects how clearly audible the recording is. This may include the fidelity of the recording</p>

	<p>itself (say if the audio is scratchy or tinny), any distracting background noise, the speaker's voice being quiet (for example, if they are far away from the recorder) or interference such as you might get when conducting a telephone or video interview.</p> <p>There are too many factors to list here, so please flag up if you think of anything to do with this.</p>
Strong accents	<p>A strong regional accent or English as a Second Language makes it harder for the transcriptionist to decipher and therefore take longer. A recording with more than one different accent adds to the difficulty.</p>
Verbatim level	<p>Like most transcription agencies, as a standard we transcribe using a method known as 'intelligent verbatim'. This approach balances capturing accurately what was said with the readability of the document. As such, whilst our transcription is a fairly accurate reflection of what was said, we usually omit ums and ahs, false starts to sentences and filler words such as 'kind of', 'sort of', 'like', and 'you know', unless they contribute to the meaning of what is being said.</p> <p>Some researchers, for example those using discourse analysis, prefer for have more or indeed all of these parts of speech included. Strict verbatim takes our typists longer, and as such we charge more for this, dependent on the requirements of the researcher.</p>
Field-specific terminology	<p>Whilst all interviews will contain some degree of field-specific language, if your research is going to involve a great deal of complex terminology it may take us longer to complete the transcript.</p> <p>One way to mitigate the extra time required and therefore the additional cost is to furnish us with a glossary of relevant terminology before the work commences.</p>

This policy was edited on February 23rd 2022.