

**Texas After Violence Project**

**Interview with [full name of person interviewed]**

Date: June 30, 2008

Place: Town, city, or nearest incorporated location, and county. No street addresses except for public buildings (such as public libraries).

Description: [person's home, workplace, other]

Equipment: Describe the equipment, including the camera, microphone (if external), light(s) if used, and any back up equipment

Recorded on: Currently, we usually use Sony DVC premium, 60 minutes

Interviewer: Full name

Videographer: Full name

Transcriber(s): Specify full names and who worked on which portions of the interview.

Auditor, dated: Full name(s). The auditor is the person who listens to the interview, transcript in hand, and makes sue that the transcript matches EXACTLY what the narrator has said.

Proofreader: Checks for spelling of words, terms, place names, and people's names. When in doubt, highlight the spelling of a name and ask narrator for assistance.

Edited according to narrator instructions: Full name. This section will be blank the first time we send a transcription to a narrator.

Reviewed, with dates: More than one person may review a transcript, of course, but the director of the Texas After Violence Project MUST always review this transcript BOTH before it goes to the narrator AND before the Texas After Violence Project shares it with HRDI or anyone else.

Restrictions: Restrictions may be about particular sections that we withhold, either according to the narrator's directions or due to our own discretion (see ethics training on website)

Date of this version: [Transcriptions will go through several versions]