Transcription conventions

Pauses:  # (short pause), ## (longer pause), ### (very long pause)
  e.g. “She bought a ## bicycle.”

Filled pauses:  @fp (um, er, etc.); if long, can indicate length (umm@fp, ummm@fp)
  e.g. “She bought um@fp a bicycle.”

False starts, fragments:  &
  e.g. “She &bou bought a bicycle.”

Retracing:  [/] (retracing), [//] (retracing with correction)
  e.g. “he should be [/] he should be worried”
  “she should [//] he should be worried”
  “he should &b [/] he should be worried”

Incomplete:  [missing part]
  e.g. “She bought a bicyc[le].”

Unintelligible speech:  xxx
  e.g. “She bought a xxx.”

Fillers:  <> (“like, you know, I mean, say”)
  e.g. “She bought <you know> a bicycle.”

Placeholders:  <>
  e.g. “<She> bought that, the woman.”

Punctuation:  at a minimum, insert final punctuation marks (./?!)

Comments:  [%    ]