Interview Transcripts

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An **interview transcript** provides a complete, word-for-word record of an interview conducted for an essay or other type of writing. It can be helpful to record an interview for later transcription, but be sure to get your interviewee's permission beforehand. Some platforms (such as Zoom) generate automated transcripts, but be sure to proofread and edit these for accuracy. Interview transcripts should adhere to the following formatting guidelines:

Maintain *formatting consistent with the associated essay or piece of writing: Times New Roman font, size 12; one-inch margins; Canadian spelling; double spacing; page numbers on the top, right-hand corner with your surname.*

Centre *the title "Interview Transcript" at the top of the page. Do not use any other variation on this title. Do not use italics, bold type, or quotation marks with the title.*

Precede *the transcript with contextualizing information indicating the interview date and format, and the identities of the interviewer and interviewee. Indent this information one-half inch from the left margin and place it in italics.*

Begin *each speech by indicating the speaker's name, followed by a colon. Do not use italics, bold type, or quotation marks to indicate the speaker's name.*

Reproduce *after the colon the speaker's words exactly as spoken in the interview. You may lightly edit this information to eliminate superficial hesitations, false starts, stumbles, etc.*

Use *half-inch hanging indents from the left margin for speeches exceeding one line.*

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Interview Transcript

The following is a complete transcript of an interview conducted in person on Tuesday 13 October 2026 between John Doe and Jane Doe, his sister.

John Doe: Hi, Jane. Thanks again for agreeing to do this interview. I really appreciate it.

Jane Doe: No problem. I hope it's useful to you.

John Doe: Do you mind if I record the interview on my phone?

Jane Doe: Not at all.

John Doe. Thanks. I want to start by asking you to reflect for a moment on our childhood trips to the cottage every summer. What were those trips like for you? What are some of your most vivid memories associated with those trips?

Jane Doe: I loved them. They were always the highlight of my summer. I remember counting down the days 'til we'd leave in dad's huge station wagon with the wood panelling on the side. Mom would make us pack everything into the car in really specific ways: tents first, then sleeping bags, then our clothes, then the food coolers. She'd never let us deviate from that order, so I knew it by heart. I think I could do it with my eyes closed at this point!

John Doe: Why do you think she made us do it that way?

Jane Doe: I have no idea. I think these trips made her nervous for some reason.

John Doe: Nervous?

Jane Doe: Yeah, don't you think? We were yelling and screaming with excitement, but she always seemed to have a serious expression on her face, with her clipboard. I think she was nervous about forgetting something. That we'd get all the way up to the lake only to find we'd forgotten the hamburger buns or something.