

No Water No Life EDITING GUIDELINES

www.nowater-nolife.org

The ethical goals for each NWNL interview conducted, transcribed, edited and published are: 1) to incorporate honesty and clarity and 2) to be guided by respect to both the reader and the interviewee. NWNL interviews are conducted to help raise awareness of watershed values, threats and sustainable management solutions. In converting our NWNL interviews with scientists, stewards and stakeholders into readable documents, our primary guiding principle is to preserve the integrity of each interviewee's spoken words.

There is no universal standard in preparing interview transcripts for publication. So, to establish trust with our readers, NWNL hereby clarifies the approach and standards of our interview editing process. Our objective is to capture and convey perceptions and informational content, rather than to provide an opportunity to study the mechanics of their speech, grammar or ethnographic diction. NWNL edits are meant to balance the meaning, character and flavor of spoken expression in accordance with the need for readability.

COMMON CONSIDERATIONS for EDITING NWNL INTERVIEWS (VoR's)

- The following are usually eliminated: unintentional repetition, over-used conjunctives, misspoken words, non-words, small talk, miscellaneous fillers, subject/verb disagreement.
- The order of subjects discussed within an interview may be changed to create clarity.
- The wording of the original NWNL question may be adjusted for sequencing clarity or context.
- Discussion not pertinent to questions in the transcript may be withheld to keep the conversation focused or saved for future interview transcripts on separate issues.
- Information added later by NWNL for clarity will be in brackets: i.e., explanation of a feature that no longer exists, such as a waterfall flooded by a dam reservoir.
- Contractions heard on the tape are usually maintained to reproduce real speech and character.
- Phonetic spellings for dialect are not used.

RESOURCES USED IN ESTABLISHING NWNL INTERVIEW PUBLICATION GUIDELINES

American Journalism Review: <http://www.ajr.org/article.asp?id=1340>

The Canadian Journalism Project: <http://j-source.ca/article/ethical-guidelines-editing-audio>

EHow: How To Edit a Print Interview:

http://www.ehow.com/how_2305925_edit-print-interview.html#ixzz2Ve12q0aB

Florida Voices: <http://www.fcla.edu/FloridaVoices/transcribeInterview.shtml>

Holmdel Schools, English Department:

http://www.holmdelschools.org/schools/satz/eng_dept/Writing%20styles/Journalism/how_to_write_up_an_interview.htm

Miller Center, UVA, Oral History Guides:

<file:///Users/alisonmjones/Desktop/MillerCtr-Presid%27OralHistGuide.webarchive>

MN Historical Society <http://www.mnhs.org/collections/oralhistory/ohtranscribing.pdf>

National Institute of Health: <http://www.ncbi.nlm.nih.gov/pmc/articles/PMC1400594/>

NPR (National Public Radio) Ethical guidelines for editing audio:

<http://j-source.ca/article/ethical-guidelines-editing-audio>

Washington Monthly, *Publish the Transcript!*

http://www.washingtonmonthly.com/archives/individual/2007_10/012267.php