

## Guide to symbols that may be used in a transcript

Symbol	Used when...
– (--)*	The speaker makes an aside, a false start or changes tack
--- (--)*	Another speaker interrupts someone, and when they speak over each other; or an unfinished sentence
(?)	The transcriber thinks they can hear the word uttered but is not 100% sure
(##### ## ##?)	The transcriber thinks they can hear the words (phrase or sentence) uttered but is not 100% sure
(inaudible)	The transcriber cannot hear the word or words uttered clearly enough to even use a (?)
(sic)	The transcriber is aware that the speaker made an error

\*(--) there are instances when the use of a single -, or triple ---, can be displayed as just a double --. This is an anomaly and the real meaning will depend on the location (ie, if at the end of the line it is an interruption; if in the middle of a line it is false start or change of tack)

A number of things can affect the production of a transcript (the transcript quality). Poor audio, accentend speakers, remote connections, background noise, rustling papers, misdirected or non-functional microphones, over talking, mumbling, incoherent speech, references to unusual names, places or acronyms are just some of the things that can have an adverse effect on transcript production. eScribers' transcribers use their best skill and ability to produce the highest quality transcript in the time available. If you have any queries as to the content of a transcript, please contact us and provide details.

[Click here](#) for eScribers' Best Practice for Remote hearings (some of which also applies to face-to-face hearings).