

Editorial Graduate Assistant

The tasks and responsibilities of editorial graduate assistants in the Institute for Oral History are outlined in summary below. Your assistantship may also require other duties and special assignments not described herein.

1. Audit-check transcripts.

Listen to the interview recording while reading the draft transcript. Make sure that everything said on the recording is transcribed, and that there is nothing in the transcript that is not on the recording.

- Try to fill in blanks the transcriber(s) could not understand. Ask others to listen, if necessary.
- Mark all errors and enter any omissions you find with a colored pen. Make your marks neat and readable for the benefit of transcribers who will input the corrections.

2. Edit transcripts.

The goal is to produce an accurate and readable guide to the contents of the recording. Edit transcript for spelling, punctuation, capitalization, hyphenation, and other matters of typographical style. Do not change interviewees' grammar or word choice. Some frequently repeated vocal mannerisms may be omitted after the first few occurrences.

- Use word list if one is available.
- Refer to the BUIOH *Style Manual*, the *Chicago Manual of Style* and *Merriam-Webster's Collegiate Dictionary* for matters of typographical style and spelling.
- Verify the spelling and form of all proper nouns using authoritative sources. Words you cannot verify should be underlined.
- Mark all errors you find and enter corrections with a colored pen. Make your marks neat and readable for the benefit of transcribers who will input the corrections.

3. Write abstracts of transcripts.

Following the model provided, write an abstract of one page or less which identifies the main topics discussed in the interview and provide associated timestamps marking their corresponding location in the interview audio file. The goal is to provide researchers with a reliable guide to the contents of the interview and the facts of its recording.

4. Enter Interviewee/er corrections into edited transcripts

Interviewee/ers are allowed a three-month period to correct/add material (within reason) to their edited transcripts before we finalize the draft transcript and place it online. When we receive these corrections back, editorial assistants are often asked to integrate their work with the most current version of the transcript and submit it to the editor for a final evaluation before transcript upload.

5. Respect the confidentiality of the materials you handle.

- Do not discuss the contents of any in-process transcripts with anyone outside of the faculty and staff of the Institute for Oral History.
- Do not remove transcripts or recordings in either digital or analog form from the institute offices without the express permission of a staff or faculty member.

6. **Arrive to work on time and submit required reports in a timely manner.**
 - Establish a work schedule and follow it. If you will be unable to work at a scheduled time, let Mr. Sielaff (or, in his absence, Mrs. Shulda) know ahead of time.
 - Complete and submit your online payroll time sheet for approval after your last work session of each two-week pay period. Time sheets must be submitted by noon Monday after the end of each pay period at the very latest.
7. **Maintain a quiet, clean, and efficient work area.**
 - Check your carrel when you first arrive for work each day for any messages or special assignments.
 - Keep your work area free of trash, food and drink, or other unnecessary personal items.
 - Log out of any computers you use when you leave.
 - Refrain from cell phone calls, phone or Internet messaging or chatting, or personal Internet browsing during your working hours. If you need to take a personal call, please step into the hallway.
 - Keep personal conversations to a minimum during your work hours in the editorial center.
 - Speak softly to avoid disrupting the concentration of others in the editorial center and the office suite.
8. **Graduate assistantships are awarded for one academic year, June-May.**

Graduate students who wish to extend their assistantship must reapply early in the spring semester for the following academic year. All applications will be reviewed and continuing awards are not guaranteed.