

Symbol	Definition and use	Key (s)
[yeah] [okay]	Overlapping talk	
=	End of one TCU and beginning of next begin with no gap/pause in between (sometimes a slight overlap if there is speaker change). Can also be used when TCU continues on new line in transcript	
(.)	Brief interval, usually between 0.08 and 0.2 seconds	
(1.4)	Time (in absolute seconds) between end of a word and beginning of next. Alternative method: "none-one-thousand-two-one-thousand...": 0.2, 0.5, 0.7, 1.0 seconds, etc.	
<u>Word</u> Wo <u>rd</u>	Underlining indicates emphasis Placement indicates which syllable(s) are emphasised Placement within word may also indicate timing/direction of pitch movement (later underlining may indicate location of pitch movement)	
wo::rd	Colon indicates prolonged vowel or consonant One or two colons common, three or more colons only in extreme cases.	
↑word ↓word	Marked shift in pitch, up (↑) or down (↓). Double arrows can be used with extreme pitch shifts.	↑ Wingdings 3 (104) ↓ Wingdings 3 (105) ↑ ALT+24 ↓ ALT+25
. , _ ¿ ?	Markers of final pitch direction at TCU boundary: Final falling intonation (.) Slight rising intonation (,) Level/flat intonation (_) Medium (falling-)rising intonation (¿) (a dip and a rise) Sharp rising intonation (?)	¿ ALT+168
WORD	Upper case indicates syllables or words louder than surrounding speech by the same speaker	
°word°	Degree sign indicate syllables or words distinctly quieter than surrounding speech by the same speaker	° ALT+248
<word	Pre-positioned left carat indicates a hurried start of a word, typically at TCU beginning	
word-	A dash indicates a cut-off. In phonetic terms this is typically a glottal stop	
>word<	Right/left carats indicate increased speaking rate (speeding up)	
<word>	Left/right carats indicate decreased speaking rate (slowing down)	
.hhh	Inbreath. Three letters indicate 'normal' duration. Longer or shorter inbreaths indicated with fewer or more letters.	
hhh whhord	Outbreath. Three letters indicate 'normal' duration. Longer or shorter inbreaths indicated with fewer or more letters. Can also indicate aspiration/breathiness if within a word (not laughter)	
w(h)ord	Indicates abrupt spurts of breathiness, as in laughing while talking	
£word£	Pound sign indicates smiley voice, or suppressed laughter	
#word#	Hash sign indicates creaky voice	
~word~	Tilde sign indicates shaky voice (as in crying)	
(word)	Parentheses indicate uncertain word; no plausible candidate if empty	
(())	Double parentheses contain analyst comments or descriptions	