

## ORAL HISTORY TRANSCRIPT – INTERVIEWEE REVIEW GUIDELINES

The policies of the Oral History Committee of the Washington State Jewish Historical Society (WSJHS) in preparing transcripts of recorded interviews are: a) to provide an accurate, faithful, and readable record of the responses to questions put to the narrator by the interviewer; and b) to have available, in reasonably close approximation, the speaking style and substance of the narrator. The WSJHS Oral History Committee collects and transcribes oral histories and is not legally responsible for a narrator's comments.

### Please Note:

- We ask you to remember that the transcript represents spoken words in an interview, which are quite different from one's written words in an article or personal biographical statement. Transcripts are literal and include slang and grammatical errors. It is essential that the transcript directly reflect the interviewee's conversation and speech.
- We ask you to read the transcript carefully.
- Please print any corrections directly on the transcript.

### 1. Acceptable edits are the following:

- a) Correction of misspellings.
- b) Filling in missing words or phrases (not a full sentence).

### 2. Unacceptable edits are the following:

- a) Altering the meaning of your original sentences.
- b) Making grammar, content, or stylistic changes to the transcript.

### 3. Revisions:

We will only accept revisions that would place the transcript at odds with the taped interview: a) under unusual circumstances, and b) with the proviso that both the transcript and the recorded interview will be marked to indicate that significant alterations have been made or that excisions of one or more sections of the recorded text have been made in the transcript.

### 4. Addendum or clarification:

If you have comments that you wish to add to the transcript, or if you wish to clarify a point, you are welcome to add a written addendum that will be placed at the end of the transcript.

I have read and understand the above,

\_\_\_\_\_  
Narrator's Name (print)

\_\_\_\_\_  
Narrator's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Interviewer's Signature

\_\_\_\_\_  
Date