

Subject: “[XXX]” Oral History Project—Your Interview Transcript

Mr./Mrs./Ms./Dr./Rev. [XXX],

Thank you so much for participating in the oral history project about [XXX]. At the link below, you will find the transcript and audio file of your interview conducted by [interviewer] in [month and/or year of interview]. Following your interview, the recording was transcribed in our office and then the transcript was checked with the recording. Two people have listened to the recording and logged what they heard to the best of their abilities.

[Insert Box link for mp3 of audio file and PDF of transcript.]

In order to prepare the transcript of your interview for access through the online facilities of the Baylor University Libraries, we need some help from you. **Please review the materials above and reply back to this email with any corrections that we need to make.** As you read/listen through the transcript, please pay close attention to spellings of proper nouns and technical terms. Where parts of the recording were difficult to hear, the transcriber left blank lines or underlined words.

Oral language is seldom as neatly organized as written language. Part of the charm of oral history is that it is unrehearsed and stream of consciousness. Since we will be uploading both the audio file and transcript online, please avoid the temptation of making the transcript read like a polished manuscript with heavy edits. The resulting discrepancies between the audio and transcript would be confusing to the future user.

Your prompt response will enable us to make this interview available to the public in a timely manner. If we have not received your edits within **one month** of the date of this email, we will assume you have no corrections to make and will proceed to finalize the transcript and audio for access.

Thank you for giving your valuable time and effort to oral history. This story is important!

Kindest regards,  
[email signature of sender]