HOW TO TRANSCRIBE

This document explains how to transcribe a YouTube video for the Emmanuel TV Global Translation Project.

ACCESSING THE SUBTITLE SECTION

1) Click on the “wheel” (Settings).

2) Click on “Subtitles”.

3) Click on “Add Subtitles/CC”.

After you have logged into your YouTube account, you will be automatically taken to the subtitle section.
SELECTING THE LANGUAGE

1) Click on “Select Language”.
2) Click on “English”.

Select a language to get started

![Language selection interface with options for English, English (United Kingdom), and German.](image.png)
ADDING CAPTIONS

We recommend removing the auto-generated captions but you may also keep and change them where necessary.

Click on play to listen to the first words/sentence. Then type it into the box and click on return on your keyboard.
Now you have created your first caption. Hover with your mouse over the caption and a blue cross will be visible. Click on the blue cross to create the next caption.

You can change the length of the caption by either (1) dragging the end of the box with your mouse to the left or right, or (2) changing the numbers.

Continue adding captions until the end of the video.
GUIDELINES

1) There should not be a space between captions.

DON’T

DO:
2) Everything needs to be transcribed.

Where there is no speech, you may write the video title or subtitle of the original video into the caption, e.g. “The SCOAN Sunday Service”, “Vomiting Poisonous Substances” or “Pray Along With Prophet T.B. Joshua...”.

DON’T:

DO:
3) Sentences should not be longer than 1 sentence.

DON’T:

DO:
4) **Do not split up sentences that belong together**, unless they are longer than two lines.

**DON'T:**

**DO:**
5) **Repetitions may be omitted**, where not necessary.

DON'T:

DO:
6) **Filling words may be omitted** where not necessary:

For example:

- Hm
- Ah
- You know
- Actually
- Well

7) **Grammatical errors, slang and tense switches** in the spoken language (present, past, future) may be corrected.

For example:

- Where comes he from? → Where does he come from? [sentence order]
- I receive my deliverance. → I received my deliverance [it happened before the testimony]

8) Lastly, before submitting, **add a last caption with TT (for transcription or translation), your name and date**. Length: only 0:00.5.
HOW TO SUBMIT YOUR TRANSCRIPTION ON YOUTUBE

First download your captions as backup:

You may save it with the title of the video for easy location on your computer:
Click to credit your contribution:

Then click on “Submit Contribution”:
Select “Yes” and then click on “Submit”:

That’s it. Thank you for being part of this project!

NOTE: If you later notice that you made a mistake, you can always go back to your submission. Click on “Edit”, make the changes you wish to make and submit again, following above steps.