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Reporter's Preference Sheet

Reporter's Information

Name: _____

Phone Number: _____

Email Address: _____

List any special concerns or preferences:

*In addition to the following preferences, please send a sample of a final transcript.
Please also send parenthetical preferences for read back, off the record, et cetera.*

—Brian K. Malerich
d/b/a Transcript Technician
Brian@TranscriptTechnician.com

Preferred rulebook/guidebook:

- [Lillian] Morson's *English Guide for Court Reporters*
- Court Reporting: Bad Grammar/Good Punctuation* by Margie Wakeman Wells
- The Gregg Reference Manual* by William A. Sabin
- other text: _____

Preferred dictionary:

- Merriam-Webster (Note: online/app will be used unless specified.)
- American Heritage Dictionary
- Oxford English Dictionary
- Dictionary.com
- other: _____

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Proofreader's markings

When the correct text is readily apparent:

Correction only (red text or marking nearby)

For spelling mistakes of an otherwise correct word:

Mark "chk sp" (check spelling)

Provide the correct spelling

Highlight only (as such)

Both correction and highlight

When the correct text is *not* readily apparent or the audio should be checked:

Unknown-text mark ("????") only

Highlight only (as such)

Both mark and highlight

In addition to the above, circle line numbers? Yes No

Please choose:

Yes No

Comma before final "too." (He went with us, too.)

Yes No

Capitalize "Counsel" if a name can be replaced
(Repeat that, Counsel/Lisa.)

Yes No

Hyphens between inch-and-a-half

Yes No

Cap the following: North, South, East, West (Up North / up north)

Yes No

Add [sic] when the speaker clearly misstates
or says something "weird"

Yes No

Use hyphens with spelled out words in CAPS or lower case
(W-I-T-H hyphens; WITHOUT)

Yes No

Use [sic] to be written in the transcript when the speaker clearly
misstates a name or date or says something "weird"?

Yes No

Capitalize single-word quoted answers: I heard a loud "Boom".

Comma series: Please choose the comma series that you prefer:

dog, cat and horse

dog, cat, and horse

Series of options: Examples are the colors of traffic lights...

hyphens (red-yellow-green)

slashes (red/yellow/green)

Numbers, Percents, Measurements and Ordinals

Spell out the number one through _____.

Choose the samples below that you prefer:

10 percent

ten percent

5 inches

five inches

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- 1st grade
- First grade
- 1st Grade
- First Grade

Choose the sample below that you prefer on specific numbers:
(also applies to Docket numbers)

- Exhibit Number 10
- Exhibit No. 10

Choose the sample below that you prefer on specific pages, lines, sections, volume numbers,
et cetera:

- Page 1
- page one
- Page One

- Page 10, Line 20
- page 10, line 20

- Volume No. 5
- volume number five
- Volume Number 5

Dates:

Use the following—example: January 27, 2018

- Slashes in date (01/27/18)
- Dashes in date (01-27-18)

Choose date form you prefer (comma or no comma):

- January, 1999
- January 1999

On dates that a person is trying to get out (but doesn't say the ninety), choose the sample below
that you prefer:

- 1995 or 6
- 1995 or '6
- 1995 or '96

Choose preference below when referring to decades:

- '90's
- 90's
- 90s
- '90s

- '98/'99 (with slash)
- '98, '99 (with comma)

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Times: If witness says "eight o'clock", use

- Eight o'clock
- 8:00
- 8 o'clock
- 8:00 o'clock

Choose a suffix format:

- A.M. and P.M.
- a.m. and p.m.
- AM and PM
- am and pm

Currency:

If witness says "two million dollars", use

- \$2 million
- two million dollars
- 2 million dollars

Choose the sample below in dealing with money when \$ is not mentioned on the first number, but it is clearly understood:

- 10 or \$15
- \$10 or \$15
- 10 or 15 dollars

Q&A and Colloquy:

Choose the sample below that you prefer in an answer to a question:

- Yes, I was there.
- Yes. I was there.

Choose your preference below on a sample question asked:

- Are we talking about a year before you quit? Six months? Two weeks? 21 days?
- Are we talking about a year before you quit, six months, two weeks, 21 days?
- Custom preference: _____

After colloquy, the attorney resumes his Q&A, which do you prefer:

- BY MR. LAWYER:
Q. Did you say that?
- Q. BY MR. LAWYER: Did you say that?
- Q. (By Mr. Lawyer) Did you say that?

Choose your preference for correct or right at the end of a question:

- You are leaving tomorrow, correct?
- You are leaving tomorrow; correct?
- You are leaving tomorrow. Correct?

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Choose your preference for is that correct or is that right at the end of a question:

- You are leaving tomorrow, is that correct?
- You are leaving tomorrow; is that correct?
- You are leaving tomorrow. Is that correct?

Choose your preference at the end of a question:

- You must tell the truth, do you understand?
- You must tell the truth; do you understand?
- You must tell the truth. Do you understand?

When quoting multiple paragraphs from an exhibit

- Only one closing quotation mark after the last paragraph.
- Closing quotation marks after every paragraph.

Choose objection preference in colloquy:

- Objection, form.
- Objection; form.
- Objection. Form.

Miscellaneous Preferences:

- Web site
- web site
- website

- Um-hum
- Mm-hmm
- Uh-huh