Reporter’s Preference Sheet

Reporter’s Name:

Phone Number:

Address:

E‑mail:

Date:

1‑1‑06

01‑01‑06

1/1/06

01/01/06

Semicolon or comma:

; is that correct?

, correct?

; right?

, right?

Acronyms:

F.B.I; F.B.I.’s

FBI; FBI’s

Series of items:

Milk, bread, and cheese

Milk, bread and cheese

Ending punctuation: Polite request: Can you, would you, could you.

Can you please number that?

Can you please number that.

Using comma after word with “ly”; i.e., ultimately, basically, essentially, etc.:

And, unfortunately, there was an error.

And unfortunately, there was an error

And unfortunately there was an error.

Spacing; i.e., Mr. Smith, Dr. Smith, Main Street:

Always keep together on one line

Okay to split on two lines

Words dropped by reporter:

Word for word on audio

Okay to drop the all right, okay, et cetera, if reporter doesn't have it

Spell out words, stitching:

Upper and lower case

All caps

Do you understand that; do you see that; et cetera:

New paragraph Yes No

(Indicating) when witness points or gestures:

Yes No

Direct quotation marks:

Yes No

Indirect quotation marks:

Yes No

Showing possession:

Mr. Thomas’ cat

Mr. Thomas’s cat

Keep stutters in transcript:

Yes No

Speaker misstates fact:

Use (sic) or [sic]

Use (phonetic) or [phonetic]

If word “slash” is spoken, use /

Yes No

Ellipses:

Yes No

... or . . .

Use by line after every interruption

Yes No

Objections:

Objection. Vague, calls for speculation, foundation

Objection. Vague. Calls for speculation. Foundation.

Time:

When “o'clock” is said: 9 o'clock or 9:00 o'clock or 9:00

Was it one week? Two weeks? Three weeks?

Was it one week, two weeks, three weeks?

When quoting text, special indent:

Yes No

Q. How tall are you?

Five, three

Five‑three

5, 3

5‑3

Let me ask you this: What is your name?

Let me ask you this, what is your name?

Let me ask you this. What is your name?

Cap document titles; i.e., Complaint, Indictment, Deed of Trust, et cetera:

Yes No

Quoting text from another transcript:

Special indent Yes No

Please write in your common parentheticals or send me files of them.

Also, add any other preferences you have that I may have missed here.