**Interview transcript**

Interview code:

*define and use a consistent and meaningful code for each interview*

Interview date:

Interview duration:

Interview location:

Respondent(s):

*define and use a consistent and meaningful code for each respondent for the entire research project (e.g. R1, R2 or for international research CHr1, CHr2, DEr3, etc.). If necessary and depending on the research, details and information can be added (e.g. age, profession, etc.) without compromising the confidentiality of the respondents*

Interviewer:

*define and use a consistent code for each of the interviewers for the entire research project, especially if the same person is doing multiple interviews (e.g. I1, I2, ...)*

Start of interview

I : Font to be used for transcription: Courier New (Courier is recommended for transcript analysis because it is a fixed-cast font, meaning that all characters are exactly the same width)

R :

I :

R :

…

End of interview