Transcription software/tool	Ethics Board issues?	Feedback/Comments
Please note: In its review of transcription procedures, an ethics board may focus on the issue of confidentiality; i.e., the security of the recordings and transcriptions. This point is especially salient when data is transmitted to transcribers or companies outside the institution, but also applies to researchers who use apps (e.g., How secure are these apps? Where will these data be stored throughout the transcribing process?). A data transfer agreement may be necessary, outlining issues such as: the security measures in place, how long data will be stored, how data will be destroyed, and who will be handling the data.		
Descript		• Can be useful for transcribing recorded videos. • Website says: 'Descript' is a collaborative audio/video editor that works like a doc. It includes transcription, a screen recorder, publishing, full multitrack editing, and some useful AI tools. It can be downloaded from https://www.descript.com • *"I have been using the Descript software recently for transcribing the audios in the contents of my courses. It is a great software, accurate in transcribing English audios and time saving compared to doing by hand but needs to be read thoroughly for avoiding mistakes and putting punctuation."*
Dragon naturally Speaking software	Data is kept locally.	• *"What I did was used a program called StartStop Universal along with a foot pedal. I would use a headset to play back the audio and then 'transcribe' by repeating it in my voice. It requires a certain 'mind set' to do this (you have to anticipate punctuation, for example, especially for speech that is disfluent or wanders around), but this cut my transcription time from about 3 hours per hour recording to 1.5 per hour. An advantage is it really gets one familiar with the data—it's an interesting thing to need to say everything in your own voice."* (used 8 years ago).
ExpressScribe		• *"ExpressScribe software can be just as quick as correcting otter.ai transcript if audio quality is poor."*
Happy Scribe		• Less expensive • Transcription is quite accurate • *"It still requires someone to go through the transcript and ensure that it is well transcribed, but it's definitely less intense than transcribing from scratch."*

Microsoft Word		• Can upload an audio recording to transcribe into a word file. https://support.microsoft.com/en-us/office/transcribe-your-recordings-7fc2efec-245e-45f0-b053-2a97531ecf57 • *"I am using the transcription feature of Microsoft Word and it helps a lot. However, if the participant has a strong accent, it will be useless. It worked for me because most of my participants are native English speakers. You still need to revise it, but it saves you a lot of time."*
NVivo		• The transcription feature costs an extra $500 per license for the student version (which is $85 to start). • Does not recognize medical terms. • Available to McGill students/faculty for free through the McGill library. • *"You definitely need to read through the transcript thoroughly for punctuation and some word correction and I have found that it has trouble recognizing some accents from outside of North America."*
Otter.ai		• Impressive voice recognition software. • It identifies speakers and inserts punctuation. • Simple to use. • Can be downloaded from https://otter.ai/ • *"I haven't used it for interviews, but have used it for transcribing videos in order to add subtitles. You absolutely need to do a 'read through' to correct and get punctuation right, but I've been amazed how accurate it has been. I'm not sure if it would be REB compliant, as there is some transfer of data"*
Scrintal	Encrypted	• *"I have not used it myself, but this is an online paid program (relatively inexpensive compared to a professional transcription service) I've heard good things."*
Temi.com		• Impressive accuracy • *"We got REB approval to use Temi.com at the University of British Columbia."*
Zoom transcribe feature	Transcript are initially stored in Zoom's cloud-based network	• Potential privacy and security concerns given that the audio file and transcript are initially stored in Zoom's cloud-based network. • *"I have been experimenting with the transcribe feature built into Zoom (only available if you have enabled cloud recording). It is quite accurate but*

		takes time to edit the format so that it conforms with a more conventional transcript, in addition to correcting errors."

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