

**JUDICIARY**  
**GUIDELINES FOR THE PREPARATION OF AUDIO/VIDEO TAPE**  
**TRANSCRIPTS AND THEIR TRANSLATIONS**

**Introduction**

1. The Guidelines aim at assisting court users in the preparation of translations for certification.
2. The Court Interpreters of the Court Language Section are authorized under the Official Languages (Translation) Rules to certify as true and correct, translations of documents provided by law enforcing agencies, law firms and individual members of the public for use in court proceedings.
3. The contents of the Guidelines will be revised from time to time to incorporate new practices as directed by judges and judicial officers.

**Format**

4. Double-space the lines in an utterance and quadruple-space the utterances so as to leave ample space for corrections to be made, if any.
5. Write on alternate lines if single line A4 size paper is used.
6. Number all the pages sequentially.
7. Use font 14 with standard alphabet spacing for English typewriting and font 15 with character spacing expanded 2 for Chinese typewriting (Microsoft Word).
8. Leave at least 3 cm of margin space for all four margins.
9. Indicate the date, time and place of interview, the names of interviewers and interviewees, the file reference no., the videotape no., and the name of transcribing company/transcriber on the first page of the transcript. Please refer to the example in annex.

10. Number (in Arabic numerals) the utterances of the speakers separately and consecutively on the left-hand margin of the page to facilitate easy reference to a particular utterance in the transcript.

Use capital letters A, B, C, etc. against the serial numbers to denote the respective speakers before transcribing the contents of their utterances, and use [someone] (某人) to denote any unidentifiable speaker.

Example

(Serial No.)	(Speaker)	(Utterance)
1.	A:	O.K.
2.	B:	I am Senior Investigator LEE Chung-ho. Er, today is 11 August 1990 and the time is now 9:58 a.m. Now I am having an interview with Mr. CHU Lee at Room 905, ICAC Operations Department. So Mr. CHU, would you mind introducing yourself ?
3.	C:	Er, I am CHU Lee.
4.	[someone]:	Let's start the interview.

11. End an unfinished utterance with a dash to denote an interruption of the utterance by another speaker.

Example

(Serial No.) (Speaker)	(Utterance)
15. A:	Are you a partner -
16. C:	What partner ?
17. A:	of Sure Win Investment Company?
18. C:	I am.

12. Insert brief utterance (e.g. 'Mm', 'Huh', 'Yes', etc.) which is a response of the listener to the speaker's word into the speaker's uninterrupted utterance in square brackets '[' ]' without opening a new paragraph.

Example

(Serial No.) (Speaker)	(Utterance)
25. A:	We interview you today because we have received a complaint [B: Yes] alleging that between February 1989 and May 1989 [B: Yes] while you were Manager of the Loans Department of Oriental Bank Ltd. [B: Er] you had solicited and accepted advantages from loan applicants as the reward for approving

their loan applications without  
demanding sufficient securities.

13. Transcribe utterances such as Uh (喀), Uh-huh (喀哈), Well/then (咁), Look/Listen/Well (睇), Ouch (哎唷), Mm/Hm/Um (唔/嗯), Aha (啊哈), Right/Yeh/Yeah/Yep/Ya (係), Nope/No (唔係), Oops (啊呀), Huh (嘿), Ah (啊), Ai (唉), Hey (喂), Wow (嘩), Bang (砰), Er (諗), I see/Orr (哦), Sh/Shh/Ssh (噓) if they can be made out clearly.
14. Denote a brief utterance of hesitation by ‘er’ (諗) and a prolonged utterance by ‘er--’ (諗 --)

Example

(Serial No.) (Speaker)	(Utterance)
30. A:	Have you, er --, seen that man, er, before ?

15. Include laughing sound (笑聲), clearing throat sound (清喉聲), coughing sound (咳嗽聲), sneezing sound (打噴嚏聲), sniffing sound (鼻吸氣聲) or sighing sound (嘆息聲) in the utterance in round brackets whenever possible. If the sound is made by someone other than the speaker of the utterance, the sound maker has to be denoted.

Example

(Serial No.) (Speaker)	(Utterance)
38. A:	(Clearing throat sound) Going back to what you said earlier (B: coughing sound), how much money did you receive

from him during the meeting at  
McDonald's Restaurant.

39. C: Fifty Thousand (B: sneezing sound)  
Dollars.

16. Include any part of the recording which cannot be made out clearly by a line of dots and add the word 'inaudible' (聽不見) or 'indistinct' (聽不清) in brackets. Similarly, 'rustling sound of paper' (揭紙聲) and 'noise' (雜聲) have to be indicated in round brackets.

Example

(Serial No.)	(Speaker)	(Utterance)
52.	C:	(Noise) He said his ... (inaudible) was the Big Brother of that gang.
53.	B:	Did he (rustling sound of paper) mention the name of that guy ?

17. Transcribe, where possible, the whole tape recording. If it is intended to omit any part of the tape recording in evidence, please indicate the time period not to be transcribed by adding '..... NOT TO BE TRANSCRIBED from *hh:mm:ss* to *hh:mm:ss*.....' (.....由 時:分:秒 至 時:分:秒 不作抄錄.....) in round brackets. The starting time and ending time must be read from the display counter shown on the screen when the tape is being played.

### Example

(Serial No.) (Speaker) (Utterance)

70. A: XX.

71. B: XXXXXXXXXXXXXXXX.

(..... NOT TO BE TRANSCRIBED from 15:30:25 to  
16:05:13.....)

72. A: XXXXXXXXXXXXXXXX.

18. Transcribe, where possible, all utterances that can be made out clearly even if the speaker is stammering in the tape recording. In other words, it is a verbatim transcription.

### Example

(Serial No.) (Speaker) (Utterance)

#### TRANSCRIPT

315.E: 俾、俾、俾、嗰本、本、本書我。唔、  
唔、唔該、該、該！

#### TRANSLATION

315.E: G-g-give that b-b-book to me. Th-th-  
thank y-y-you !

19. (a) Group all English translations of the various languages into ONE copy with different fonts indicating different language sources for a transcript consisting of FOREIGN language(s). Please type out the translations of Chinese in ordinary Times New Roman, and put the English from the transcript in *italics* and translations of the third language in **bold type**.
19. (b) Put down the followings at the end of the translation: –

Translator's Notes: 1. Words in *italics* are English in the original.

2. Words in **bold type** are the translation of Indonesian in the original (or the name of any language other than Chinese and English).

Please refer to the following example.

TRANSCRIPT

1. I: 咁喺 2002 年 6 月 7 日即係今日，上晝 10 點左右，你喺邊度？
2. C: Nah pada tanggal 7 Juni 2002, yaitu hari ini sekitar jam 10 pagi, kamu berada dimana ?
3. N: Saya berada di Hong Kong International Airport
4. C: 我喺香港國際機場

## TRANSLATION

1. I: Well, at about 10:00 a.m. on 7<sup>th</sup> June 2002, that is, today, where were you ?

2. C: **So, on the 7<sup>th</sup> June 2002, that is today at about 10:00 a.m., where were you ?**

3. N: **I was at the** *Hong Kong International Airport.*

4. C: I was at the Hong Kong International Airport.

20. Put the translated word in quotes and add the word 'sic' in round brackets right after it if a certain word uttered by the speaker in the tape recording does not fit into its context.

### Example

(Serial No.) (Speaker) (Utterance)

## TRANSCRIPT

325. J: 我用咗三百蚊賣咗嗰啲白粉番嚟。



## TRANSLATION

325.J: I 'sold' (sic) the white powder back  
for three hundred dollars.

21. Put the transliterated jargon in quotes and add the word 'transliteration' in round brackets behind it ( provided that such transliteration is considered necessary) if a jargon is uttered by the speaker in the tape recording.

### Example

(Serial No.) (Speaker)	(Utterance)
------------------------	-------------

## TRANSCRIPT

743. K: 跟住我上去老笠嗰個人。

## TRANSLATION

743.K: Then, I went up to 'lo lap'  
(transliteration) that person.

22. Use passive voice in translation to avoid speculation on the missing subject of the original sentence in the transcript.

### Example

(Serial No.) (Speaker)	(Utterance)
------------------------	-------------

## TRANSCRIPT

420. F: 一男一女出咗去。返嚟之後俾咗一封信我。

## TRANSLATION

420.F: A male and a female went out. A letter was given to me after coming back.

23. Listen to the tape to ascertain the tone of the speaker before translation, as misjudgment of tone often leads to incorrect translation of the original sentence.

### Example

(Serial No.) (Speaker)	(Utterance)
------------------------	-------------

## TRANSCRIPT

452. G: 我要知乜嘢原因先得㗎

## TRANSLATION

452.G: What reason do I need to know?

OR

I need to know the reason.

OR

Hey, not until I am given to understand why!

24. Consider the context of the original text to determine which one of the possible translations is most appropriate. However, when the alternatives are equally possible, indicate them all in the translation.

Example

(Serial No.) (Speaker) (Utterance)

TRANSCRIPT

635. I: 執埋啲嘢，我同BB出咗街。

TRANSLATION

635.I: After tidying/packing up, I went out with the baby.

25. Avoid using Chinese-styled English in translation.

Example

(Serial No.) (Speaker) (Utterance)

TRANSCRIPT

513. H: 已經俾咗三百萬港幣，但仲未見佢細佬出現。

TRANSLATION

513.H: Three Million Hong Kong Dollars had been paid, but there's still no sight of his younger brother.

## BUT NOT

Three Million Hong Kong Dollars had been paid,  
but still his younger brother was not seen  
appearing.

26. Ascertain that the punctuation is a proper one as incorrect punctuation may change the meaning of even identical sentences. Reference must be made against the original context when such utterances are translated.

### Example

(Serial No.) (Speaker)

(Utterance)

#### TRANSCRIPT

670. I: 如果唔係，你點會搞成咁？

( 如果唔係你，點會搞成咁？ )

#### TRANSLATION

670.I: Otherwise, how would you end up like  
this?

(If it's not for you, how would it turn  
out like this?)

27. Show all amendment (e.g. transcriber's annotations, initials, corrections, etc.) of the transcript in the translation.

Example

(Serial No.) (Speaker) (Utterance)

TRANSCRIPT

680. K: 你可唔可以<sup>記得</sup>講一次今次事件發生嘅過程  
呢？

TRANSLATION

680.K: Can you (deletion) remember the course  
of the incident in question?

28. Avoid abbreviations unless the speaker uses the same when delivering the utterance.
29. Note that if a draft translation is found to contain too many mistakes or omissions, or does not follow the aforesaid format or guidelines, this office may return it for re-translation, since our job is to certify the translations are true and correct.
30. Put the name of the translator and /or that of the translation agency if applicable at the end of the last page of the translation.

JUDICIARY ADMINISTRATOR  
March 2005

(附件)

廉政公署  
錄影帶／錄音帶謄本

日期 : 2004 年 5 月 20 日

時間 : 上午 11 時 35 分至下午 1 時 10 分

地點 : 廉政公署 1000 室

在場人士 : A — 李好強 廉政公署高級調查主任

: B — 伍明 廉政公署助理調查主任

: C — 毛其仁 被接見者

檔案編號 : IF/2001/1001

錄影帶／錄音帶編號 : 29999

謄寫員 : 李仙愛 助理文書主任

CTU 編號／組別 : CTU-3246/F2

(Annex)

(Translated by Jane H Y Lee on 23 September, 2004 – F1/0000/02)

**INDEPENDENT COMMISSION AGAINST CORRUPTION**

**TRANSCRIPT OF VIDEO TAPE / AUDIO TAPE**

Date. : 20<sup>th</sup> May 2004

Time : 11:35 AM – 1:10PM

Place : Room 1000, ICAC

Persons Present : (A) LEE Ho-keung, Senior Investigator of  
ICAC  
: (B) NG Ming, Asst. Investigator of ICAC  
: (C) Mo Kei Yan, Interviewee

File Ref. : IF/2001/1001

Video/Audio Tape S/N : 29999

Transcriber : LEE Sin-Oi, Asst. Clerical Officer

CTU NO./SECTION : CTU-3246/F2