Before any kind of transcription, a silence/speech detection must be performed: the units obtained this way are called IPUs (for Inter Pausal Units). Then, the orthographic transcription is performed on the basis of such IPUs.

In order to transcribe speech data, a convention must be defined. This convention has to take into account some methodological choice: using an automatic grapheme-to-phoneme system gives some constraints for the transcription. This document summarizes the convention supported by SPPAS.

1. Typographic rules

1.1 Specific abbreviations

The use of specific abbreviations is restricted to a given list. This list is stored into a specific dictionary and available in folder `resources/vocab/lang.repl`. To be used in the orthographic transcription, the abbreviations have to be appended in this file.

1.2 Numbers

Numbers have to be written in letters only if they are not pronounced as expected.

**Examples:**
- il est né en 2006, il est 3 heures.

1.3 Punctuation

SPPAS accepts the standard punctuation.

**Example:**
- tu as relu : “le grand meaulnes” ?
- j’ai relu “Le grand Meaulnes”
- j’ai relu... Le grand Meaulnes !
- j’ai relu le grand meaulnes

1.4 Acronyms, patronyms, toponyms

The character ‘$’ can be used to surround specific words like proper names. The convention also allows to use a TPS code, to append after a comma and before a slash:
- T for toponym;
- P for patronym;
- S for acronym.

The form is then: $Word, PTS/$.

**Examples:**
- $Aix, T/$
- $François$
- $Senderens, P/$

1.5 Spelled letters

Spelled words are transcribed as a particular pronunciation (see section 2.2).

**Example:**
- [ABC, abécé]
1.5 Onomatopoeia

They are included in the pronunciation dictionary. Take a look at it in resources/dict/lang.dict. For example, in French, the typical back-channel onomatopoeia [m] produced by the hearer is noted as “mh” when it has one syllabus, and “mh mh” when it has two syllabus. Mutatis mutandis, for each language, depending on the corpus.

1.6 Foreign words, regional words, etc.

In that case, particular pronunciation convention must be used.

1.7 Morphologic variants

Graphic variants can be noted between <->, separated by commas.

Example:
<il chante, ils chantent>

2. Pronunciation notations

SPPAS only requires unusual pronunciations to be mentioned. Standard pronunciations are all included in the pronunciation dictionary. This latter can be easily edited and modified if needed: resources/dict/lang.dict. For asian languages, the pinyin is accepted and can be mixed to character-based orthography. So, most of the time, this convention can be applied.

2.1 Elisions

When some phonemes are not pronounced by the speaker, surround the corresponding letters between parenthesis.

Examples:

Accepted: i(ls) sont v(e)nu s / Recommended: ils sont venus
Accepted: i(l) y a / Recommended: il y a
Required: les arb(r)es

Notice that if a word is fully missing, it can't be surrounded by parenthesis:

Examples:

Forbidden: i(l) (y) a / Recommended: il y a
Forbidden: je (ne) sais pas / Recommended: je sais pas
Forbidden: je (ne) sais pas / Recommended: je {ne} sais pas

2.2 Specific pronunciations

When a pronunciation cannot be expected at all from the standard orthography, the convention is as: [standard, faked].

Examples:

[je suis, chu]
[CB, cèbè]
[copine, conpine]

Depending on the language, the pronunciation dictionary contains or not the most frequent reductions. In French, for example, it is not necessary to transcribe: [je sais, chè], [parce que, psk] because the dictionary already contains such pronunciations. It is then recommended to append a frequent specific
pronunciation in the pronunciation dictionary instead of repeating it in the orthographic transcription of the corpus.

2.3 Broken words

They are noted by a final dash just after the final sound of the broken word, and followed by a whitespace.

**Example:**
le pe- le petit
en pr- au collège

2.4 Liaisons

Depending on the language, the pronunciation dictionary already includes or not the regular liaisons. Take a look at it to know about that. For French, all standard liaisons are already included, so they don't need to be mentioned in the orthographic transcription. However, unusual ones have to. The convention is to surround the missing letter by ‘-' symbol, without whitespace.

**Examples:**
trois amis (usual liaison not mentioned)
quatre =z= amis (unusual liaison)

If (for any reason) it is useful, missing standard liaisons can be mentioned using the # symbol surrounded by whitespace: trois # amis

3. Other phenomena

3.1 Reported speech

Direct reported speech sequences can be annotated between symbols '§' surrounded by whitespace.

**Example:**
je lui ai dit § je vois de quoi tu te plains § ça lui a pas plu

3.2 Prosody break

An unusual break in the prosody can be mentioned using '~' symbol surrounded by whitespace.

**Example:**
rien de (en)fin ~ ridicule quoi

3.3 Laughter

Laughter items must be annotated with @ symbol surrounded by whitespace. Look at the SPPAS documentation to be sure SPPAS is supporting this convention for a given language. When the speaker laughs while speaking, the convention allows to surround the word sequence between @@.

**Examples:**
C’est pas possible @
C’est pas @@ possible @@

3.4 Silences/Pauses

Long pauses (i.e. silences) are automatically detected at a first stage, before transcribing. However, it is frequent that some shortest pauses occur during speech. Such short perceptible pauses must be annotated with + symbol surrounded by whitespace.

**Example:**
je vois + tu es contente
3.5 Noises and incomprehensible sequences

Long and short incomprehensible sequences and/or noises must be annotated by a star * surrounded by whitespace. Breathing, cough, sneeze, etc are all mentioned with this same symbol. Take a look at the SPPAS documentation to be sure SPPAS is supporting this convention for a given language.

4. Comments

Any comment of the transcriber can be added to the orthographic transcription by using braces. The only restriction is that the comment can't contain commas.

Examples:

- ipu_172 {voix souriante} pas du tout
- ipu_13 {tousse} *
- ipu_203 {inaudible} elle ét- c'était + ridicule