



ATLANTIC
RESEARCH
CENTRE
for Family-Work Issues

[Date]

Dear _____ [name of participant],

Thank you for participating in our study on _____ [name of study] on _____ [date of interview]. Because you had indicated on your informed consent form that you would like to review your transcript, please find enclosed a copy of the transcript.

This transcript is an accurate representation of your interview and is word for word except in one way: Any identifying information about you or people you know has been removed (you will see different names or blank sections where names of people have been changed or names of places have been removed). Keep in mind the transcript is an actual representation of “verbal” and “nonverbal” (e.g., pauses, laughter, etc.) speech and so the transcript includes all details of such communication. Please try not to get distracted by this. We are most interested in whether you think this an actual representation of your experiences and if there is more information that you would want to have included.

It is possible that there may be occasional small errors in how a word was transcribed (for example, it might say “I didn’t” when it should have said “I did”) or you may still find a real person’s name in the transcript that our transcriber has missed—we ask that you note such errors should you should find any. If there is any section you would like removed, please also note it. Finally, you can provide additional information or clarification on any topic you wish by writing in the margins next to the specific section in which you would like to provide more information.

If you would like some changes made, please return this transcript with your comments on it within two weeks of receiving it. If any changes are requested, please be assured

that we will make them before proceeding with our data analysis. The mailing address to return your transcript is:

Dr. Áine Humble
Atlantic Research Centre for Family-Work Issues
MSVU Research House, Mount Saint Vincent University
166 Bedford Highway
Halifax, NS B3M 2J6

If there are no requested changes, please also call or email us to let us know. However, if we do not hear back from you within approximately three weeks of sending you your transcript, we will assume that you are comfortable the accuracy of the transcript.

Once again we would like to thank you for participating in this study. If you have any questions or concerns please contact myself, Dr Áine Humble, at (902) 457-6109/ aine.humble@msvu.ca or my research assistant, _____ [name of assistant], at (902) 457-5550/ _____ [assistant's email address].

Sincerely,

Áine Humble, PhD, CFLE

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