

ABSTRACTING CHECKLIST

- Are all names, place names, occupations, business names and relevant topics italicised?
- Do any spellings need checked – can look online, or mark with (?)
- Are all references to birth and marriage dates, location of birth, mother's maiden name, and current home address removed?

Highlight any aspects you are unsure of for the interviewee to check

Were any sections of the text particularly memorable for using as an extract?

- In terms of the depth of description or emotion conveyed
- In terms of the unique topic covered- specifically relevant to Central Otago.

If so, please note in highlighted text.

Please note any of the below in highlighted text for the Manager to follow up on;

- Were any sensitive comments made about another person's life?
- Were any derogatory or potentially defamatory comments made about another person?
- Were any topics covered which could be considered sensitive within the local community?

If so, please make a note in detail (highlighted), and then abstract in general, non-specific terms.