

**Informed Consent Notebook**

Property of: \_\_\_\_\_

Contact info: \_\_\_\_\_

## PREFACE

This booklet is intended to aid in the collection of informed consent from recording subjects, using either English or Tok Pisin. On the left it provides spaces to enter in all relevant metadata about the recording subject. It also provides individual statements for which to collect consent. Each statement should be read and discussed separately. Once the subject has ticked that they agree with each statement, they can sign and date the form. This form is designed so that a recording subject can disallow certain aspects of the recording, while still allowing its usefulness in other ways (for instance, they can choose to remain anonymous).

It is difficult to remember all of the information that one should gather, especially while the event is actually taking place. This booklet will jog your memory so that you do not forget to collect important data about the recording subject. Additionally, it can be quite difficult to remain organized with many files on various recording devices and media, especially when one finds himself away from a computer for an extended period of time. This booklet will allow you to keep track of all your files for postponed digital entry. Later, the document can be scanned and kept with the corpus of texts.

The names of the fields in this document align with the names used within SayMore (<http://saymore.palaso.org/>), an SIL-developed program which assists in the gathering, annotation, organization, and archiving of a documentary corpus. The terms are kept consistent between this booklet and SayMore to allow for easy transfer of data from the written sheet to the program. The first page provides definitions of all terms used in the booklet, as well as examples of the kinds of input expected for each field. The final couple pages are left blank for any extra notes that are needed.

Recognizing that many people will be overwhelmed by the amount of information they are expected to collect for just one person, the most critical fields are highlighted. If you are in a hurry, or are uninterested in keeping track of all the extra information, then focus on these areas and ignore the rest.

This booklet is meant to be printed double-sided on A4 paper, and then cut down the middle with a paper cutter. Then the left half can be folded onto the right half and the entire booklet can be stapled at the left edge. Pages are included to collect consent for 20 subjects. Simply print fewer pages for a smaller book, or print extra consent sheets for a larger book.

A previous version of this booklet was created by John Hatton, who also developed the SayMore program. This version of the booklet corresponds with SayMore version 3.0.

Ryan Pennington  
ryan\_pennington@sil.org  
11 October 2014

A series of horizontal dashed lines on the right side of the page, intended for handwritten notes or additional information.

## NOTES

## ALPHABETICAL METADATA KEY

**Birth Year:** Either enter the birth year of the subject (which SayMore collects as a 4 digit number) or the age of the subject (which SayMore collects as a 1 or 2 digit number).

**Code:** Optionally enter a short unique code to identify the subject. In SayMore, this code will be used instead of the full name in most areas. One method is to just use the subject's initials, though this cannot be strictly followed if two people have the same initials. Codes are especially ideal for naming tiers in ELAN.

**Education:** Indicate the highest completed level of education and any other relevant education, such as could indicate the literacy of the subject.

**Ethnic Group:** Enter the ethnic group of the subject, if desired.

**File Name:** If you have taken a picture of the subject, enter the file name so that you can easily find the file later.

**Full Name:** Enter the full name of the subject, including a given name and surname.

**Home:** Enter the current residence of the subject (village name, city, etc.).

**How to Contact:** Enter an address, phone number, email address, etc., so that you can contact the subject in the future.

**Learned In:** Enter where the subject learned to speak the language, such as which village or other meaningful location that would account for the person's speech characteristics.

**Media ID:** If you have lots of media types (e.g. various SD cards), it is a good idea to label them with an ID. Enter that here so you can easily find the file later.

**Nickname:** Enter any other name by which the subject is commonly known.

**Other Languages:** Enter other languages the subject speaks, and possibly whether fluent or only passive fluency.

**Other Notes:** Enter any other relevant information. For example, enter particular consent variations such as certain audiences which are disallowed from accessing the data, etc.

**Photo:** Check this box if you have taken a picture of the subject. This is especially helpful to jog your memory at a later date. It also adds life to the documentary corpus to have pictures.

**Primary Language:** Enter the primary vernacular of the subject. The male and female icons represent the subject's parents. Circle which is their first language.

**Primary Occupation:** When appropriate, enter the main job that provides the subject's income, such as Subsistence farmer. Alternatively, or in addition, indicate the social role, such as whether the subject is a mother, holds some sort of local office, etc. (as appropriate).

**CONSENT FOR MY RECORDED AND WRITTEN SPEECH**  
(ORAIT BILONG TOK MI RIKODIM NA RAITIM)

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**Nickname:** ..... **Code:** .....

**Home:** ..... **Sex:** Male | Female

**Primary Language:** ..... 

**Learned In:** .....

**Other Languages: 1.** ..... 

2. .... 

3. .... 

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Circle which is the first language of each parent

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**Full Name:** ..... **Birth Year:** .....


**Nickname:** ..... **Code:** .....

**Home:** ..... **Sex:** Male | Female

**Primary Language:** ..... 

**Learned In:** .....

**Other Languages: 1.** ..... 

2. .... 

3. .... 

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Circle which is the first language of each parent

Photo?  **File Name/Media ID:** .....

**Ethnic Group:** .....

**Primary Occupation:** .....

**Education:** .....

**How to Contact:** .....

**Other Notes:** .....

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