

Digital Documentary Guidelines for Interviewing

Information Gathering

- Before interviewing:
 - Research to find background info on your topic
 - Brainstorm sources: interviewees, books, periodicals...
 - Prepare (and write down) several questions based on your research. Be an informed questioner.
 - Prepare to audio or video tape the interview. Check tape, batteries, power cords, microphone...

- During interview:
 - TAKE NOTES. Write down as much as you can.
 - Leave space between notes for easier reading
 - Try to title or head different topics
 - Make sure all quotations are exact.
 - Record the interview with a digital video camera, digital or analog audio recorder.
 - Feel free to deviate from your prepared questions if the conversation takes more interesting turns.
 - Make sure you get the basics: who, what, where, etc.
 - Maintain eye contact with interviewee. Show genuine interest in the answers

- After interview:
 - Go over your notes--it's a good idea to type them up right away, while you still remember enough to decipher the writing