

## Captioning Tips/General Guidelines:

### TRANSCRIBING:

- ❖ **Accuracy** - The objective is to create a complete textual representation of the audio including speaker identification and sound effects. → Error free transcription is the goal.
- ❖ **Sound Effects** - sounds other than narration or dialogue.
  - Caption in brackets: e.g. [APPLAUSE] [LAUGHTER]
- ❖ **Speaker Identification** – establishing the identity of speakers (both on-screen & off-screen).
  - Example with one speaker:  
(male narrator) ONCE UPON A TIME...
  - Example with multiple identified speakers:  
(Matt) HELLO, MY NAME IS MATT. WHAT'S YOUR NAME?  
(Jason) NICE TO MEET YOU MATT, I'M JASON.
  - Example with multiple unidentified speakers:  
(male #1) THE WEATHER IS EXTREMELY WARM TODAY.  
(male #2) I AGREE. WE SHOULD FIND SOME SHADE.  
(female) THERE'S A GOOD PLACE OVER THERE.
- ❖ **Numbers** – spell out numbers from one to ten, use numerals for all numbers over ten.
  - Example:
    - Incorrect: THERE ARE FIFTY-FOUR DVDS.
    - Correct: THERE ARE 54 DVDS.
- ❖ **Phonetically Spoken Words** – caption it the way it is commonly written
  - Spoken: “N-double-A-C-P” → captioned as NAACP
  - Spoken: “Google dot com” → captioned as GOOGLE.COM

### CAPTIONING:

- ❖ **Consistency:**
  - Uniformity in style and presentation make captions easier to follow and understand.
- ❖ **Readability:**
  - Captions are displayed with enough time to be read completely and are in synchronization with the audio, and do not obscure the visual content.
  - When a sentence is broken up into multiple lines of captions, it should be broken at a logical point (where there is a natural pause in speech is ideal).
    - Examples:

<u>Inappropriate</u>	<u>Appropriate</u>
(James) MOM SAID I COULD HAVE GONE TO THE MOVIES.	(James) MOM SAID I COULD HAVE GONE TO THE MOVIES.
(Joe) BOB AND PROFESSOR SMITH ARE HERE.	(Joe) BOB AND PROFESSOR SMITH ARE HERE.