

Captioning Guideline



Timing and Positioning

- One to three lines of text should appear onscreen at a time
- Each caption should be viewable for three to seven seconds
- Each caption should be synchronized with the audio
- Captions should not cover graphics and other essential visual elements of the picture
- Each caption should not exceed 32 characters per line; however, where line division is required, it should be broken at a logical point where speech normally pauses

Style and Formatting

- Use a Sans Serif font (such as Arial, Helvetica, Veranda)
- Use upper and lowercase letters
- Spelling should be accurate
- When there is more than one speaker present, identify who is speaking
- Use italics when a word is being defined or a word is heavily emphasized
- Numbers one through ten should be spelled out. Use numerals for numbers over ten
- Sound effects or any non-verbal sounds should be captioned in square brackets
- Do not caption stuttering or hesitation