

Captioning Guideline

- One to three lines of text appear onscreen at a time
- Viewable for three to seven seconds
- Timed to synchronize with the audio
- Do not cover up graphics and other essential visual elements of the picture
- Require the use of upper and lowercase letters
- Use a font similar to Helvetica medium
- Have good resolution
- Include no more than 32 characters per line
- Non-verbal sounds, such as music, laughter, or clapping, should be added in square brackets. I.e.: [music], [laughter], [applause]
- Spelling should be accurate
- When there is more than one speaker present, identify who is speaking
- Use italics when a new word is being defined or a word is heavily emphasized in speech
- Spell out any number that begins a sentence as well as any related numbers
- Do not caption stuttering or hesitation

Source: https://dcmp.org/captioningkey/quality_captioning.html