# Elements of Quality Captioning and Best Practice

## Elements of Quality Captioning

* **Accuracy**
The goal for each production is errorless captions.
* **Consistency**
Uniformity in style and presentation of all captioning features is crucial for viewer understanding.
* **Clarity**
A complete textual representation of the audio, including speaker identification and non-speech information, provides clarity.
* **Readability**
	+ Captions should:
* Be displayed with enough time to be read completely.
* Be synchronized with the audio.
* Captions should not:
* Obscure the visual content.
* Be obscured by the visual content.
* **Equality**
Equal access captioning requires that the meaning and intention of the material is completely preserved.

## Best Practice When Captioning

* Use a maximum of two lines of text for captions
* Indicate speakers. You can use their name if it is known. You can also identify speakers by narrator or by gender and number, as shown below.
	+ [Jack]
	+ [female #1]
	+ [male narrator]
* Indicate sound effects. Examples include:
	+ [audience cheering]
	+ [explosion]
* Indicate changes in intonation Examples include:
	+ (whispering)
	+ (angrily speaking)
* Indicate music. Examples include:
	+ [lyrical flute solo]
	+ [Louis Armstrong plays "Hello Dolly"]
* When people are seen talking, but there is no audio, caption as shown in the examples below:
	+ [no audio]
	+ [silence]
* When content is inaudible, such as when a speaker is too quiet, caption as [inaudible].