

General Captioning Standards

- Each caption frame should hold 1 to 3 lines of text at a time, viewable for a duration of 3 to 7 seconds.
- Each line should not exceed 32 characters.
- Each caption frame should be replaced by another caption.
- All caption frames should be precisely time-synced to the audio.
- A caption frame should be repositioned if it obscures on screen text or other essential visual elements.
- When multiple speakers are present, each speaker must be indicated.
- Both upper and lowercase letters should be used.
- The font should be sans-serif, such as Arial or Verdana.
- Caption color should contrast with the background color at a 4.5 to 1 ratio so that the text is easily readable.
- Non-speech sounds like [MUSIC] or [LAUGHTER] should be added in square brackets.
- Punctuation should be used for maximum clarity in the text, not necessarily for textbook style.
- Captions should preserve and identify slang or accents.