# 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].