



IO5 Subtitling instructions

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Summary: This document includes the basic instructions to be followed when subtitling the videos that will be used as teaching materials.

History chart

No.	Action	Partner	Date
1	Prepared	UAB	25.04.2020
2	Changes, if any	ALL PARTNERS	18.05.2020
3	Released	UAB	23.05.2020

Several free software programmes may be used for the creation of subtitles. We recommend the use of [YouTube Studio](#). You can access the instructions on how to add subtitles on YouTube Studio [here](#).

Note that a template of the subtitles in English for each video will be created, so many of these technical aspects will not need to be taken care of for the creation of subtitles in other languages.

The file format will be .srt, which is compatible with [YouTube Studio](#).

Characters per line: 36-40.

If you need to divide the subtitle into two lines, please bear in mind the following rules:

- Do not split words between the two lines.
- Divide it after a punctuation mark if there is any.
- Divide it before a conjunction.
- Divide it before a preposition.
- Do not separate a noun from an article or an adjective.
- Do not separate a first name from a last name.
- Do not separate a subject pronoun, an auxiliary, a reflexive pronoun or a negation from the verb.
- Do not separate a prepositional verb from its preposition.
- When the speech of two characters is reproduced on the same subtitle event, use two lines (one line per character) and write them in chronological order. Each line should start with a hyphen (-). No blank space should be left between the hyphen and the text.

Positioning: center justified at the bottom of the screen.

Colour: white, with shadow or black contour.



Font and size: Arial 32 (pixels, not points).

Minimum duration on screen: 1 second per subtitle event.

Maximum duration on screen: 6 seconds per subtitle event.

Maximum subtitling speed: 15 characters per second (and 12 characters per second for children content).

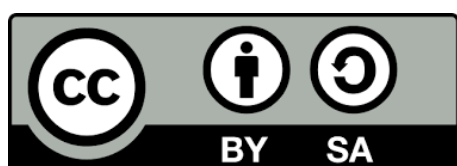
Minimum gap between subtitle events: 300 ms.

Synchronise the subtitles with the voicing (timed to the audio). You may extend a little bit the timecode at the end if some more time is needed for reading-speed reasons.

Whenever possible, ensure that subtitles do not overrun shot changes and do not overlap with text on the screen.

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