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Errors

For respeakers, errors should be corrected as promptly as possible so that the viewer is receiving the most accurate captions possible at all times.

The 'active', editable portion of the Ai-Stream text is the most recent 2000 characters. If the stream of speech is relatively slow, the captioner may be able to make corrections some minutes after the error has occurred. However, this is not ideal, because the viewer has likely already read the captions containing the error and may not notice the correction made some time later.

TIP: If you know you won't have a recording to edit the transcript, note down any important changes for later.

Punctuation

Punctuation must correspond to the Ai-Media punctuation standards. Specific info can be found elsewhere on the Knowledge Base.



Session-specific vocabulary

All vocabulary that has been supplied by the client prior to a session should be adequately trained into the captioner's dictionary/Vocabulary Editor.

If the client has supplied reference material, e.g. a meeting agenda or PowerPoint slides, this material should be kept on hand while live captioning so that the correct terms can be verified promptly.

For new terms that arise during a session, the captioner (or co-captioner if applicable) should take the earliest opportunity to verify the term, usually via Google. If there is no opportunity to verify a term, the best guess should be captioned, or (Unknown term) used if no best guess is possible.

Line spacing

1. Respeakers

Single line break after each speaker name. Use two line breaks between paragraphs.

MATTHEW:
We are just dialling in, I goofed, I forgot the meeting.

THEODORE:
Julian Elliott has joined us to cover the Cavalcade service management issues, as part of the Cavalcade HPI product team, about service management issues which need to be addressed. In Melbourne, we have Laurence Miller and Dilshan, and in Hyper General land, we have Miles and Naomi. The second of our Hyper General product managers who will help us deliver \$19 million worth of revenue in 2011-2012.

The big news last week was the Cavalcade announcement, Hyper signed a deal with Nagelneu. That all happened last Thursday. All guns blazing.

What does that mean for us? We still need the official endorsement. We still need the tax office to make sure that the legislation is such that we will still get the agreed money to contribute to our customer base from Cavalcade. So we do not get the money assessed as taxable income. We want to make sure that the tax laws work for us as well. And we still need to get the CBH shareholders across the board.

2. Stenographers

No line break after speaker name. Use two line breaks between paragraphs.

MATTHEW: We are just dialling in, I goofed, I forgot the meeting.

THEODORE: Julian Elliott has joined us to cover the Cavalcade service management issues, as part of the Cavalcade HPI product team, about service management issues which need to be addressed. In Melbourne, we have Laurence Miller and Dilshan, and in Hyper General land, we have Miles and Naomi. The second of our Hyper General product managers who will help us deliver \$19 million worth of revenue in 2011-2012.

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(inaudible)

The use of this descriptive caption should be kept to a minimum. A captioner should use it when meaningful content was spoken that was not audible. If the majority of a sentence's meaning is inaudible, caption the entire sentence as (inaudible), rather than captioning intermittent, insignificant words alongside (inaudible).

It is usually put in all lower case because it generally appears in the middle of a sentence. If you do use (inaudible) at the start of a sentence, it is good practice to change it to (Inaudible).

Wherever possible, use punctuation accurately around (inaudible) to preserve for the viewer an understanding of the syntax, e.g.

TEACHER:

If you don't get the assignments to me by Friday, (inaudible). Will that be a problem, (inaudible)?

TIP: The 'cap' command in Dragon doesn't work on sound effects because of the parentheses, but you can train 'Cap' into the spoken form, eg. (Inaudible) can be trained in as 'cap what mac'

(unknown term)

If it is a word or phrase that you are unable to recognise or verify, but is audible, use (unknown term). Only use (inaudible) if the audio was inaudible, e.g.

LECTURER:

Have a look at this specimen of (unknown term). It's got a flagellum, but it's also got a (unknown term).

It is usually put in all lower case because it generally appears in the middle of a sentence. If you do use (unknown term) at the start of a sentence, it is good practice to change it to (Unknown term).

Other descriptive captions

Descriptive captions should be in sentence case, i.e. the first letter capitalised, and the remainder lower case.

1. Sound effects

If a sound effect is produced by one person, it should appear as part of their speaker turn, e.g.

LECTURER:
How did we come to be discussing the pros and cons of fishing? (Laughs) I thought this lecture was meant to be about volcanism!

If the sound effect is produced by a group of people, or something inanimate, it should appear with two line breaks before and after, e.g.

LECTURER:
So we're going to be looking at this clip of fumaroles, which you can think of as a vent...

(Mobile phone rings)

(Laughter)

LECTURER:
I said I was allergic to those ring tones! (Laughs)

OK. Can someone hit 'play'?

(Video plays)

Videos should be captioned as normal after the (Video plays) tag.

2. (Reads)

Another common descriptive caption is (Reads). This can be used when the speaker is audibly reading a section of text out loud. If the speed of speech is too fast to caption accurately, the captioner may run the risk of misquoting the text in parts. In majority of cases, the caption viewer will have access to the same text and can refer to it directly if needed.

The captioner can caption the first short portion in quote marks, to indicate to the viewer where the speaker has commenced reading, then use descriptive caption (Reads), e.g.

TEACHER:
OK, have a look at the way the story opens. "If you really want to hear about it, the first thing you'll probably want to know..." (Reads)

The full text should be included in the transcript, if possible.



3. Common descriptive captions

Here are some common descriptive captions that might come up in Ai-Live captioning:

(Class chats)

(Applause)

(Music)

(Video plays)

(Laughs)

(Laughter)

(Multiple speakers)

4. Audio lost

Another descriptive caption, formatted differently, is used when audio drops out. It is used when the audio feed is lost for some time, not for momentary dropouts. Separate it with two line breaks either side:



****Audio lost****



Speaker identification

Speaker names are in all caps, preceded by a new paragraph, followed by a colon and a new line (or a space, for stenos).

```
..I'll pass over to Lane.  
  
LANE MISTERON:  
Thanks very much, Michelle. Alright, this is an example of Agile and rapid feedback...
```

Name formatting

Speaker names should be upper case. Relevant titles should be included, and abbreviated (without a full stop) if a common abbreviated form exists, e.g.

DR RHONDA GALBALLY:

PROF PHIL BENSON:

If surnames include the prefix 'Mc', they should be spelt with a lower case 'c', e.g.

RON McCALLUM:

The prefix 'Mac' should be written in all caps, like the rest of the name, e.g.

ROSS MACDONALD:



Ai-Live Style Guide

1. University

For university captioning, the main speaker will be LECTURER.

Students should be marked STUDENT.

Any videos or other speakers should be named if possible, and otherwise marked with SPEAKER.

2. @Work, events, demos

For @Work, events and demo captioning, the captioner should aim to identify all speakers by their full name. In some less formal settings, the first name alone will suffice. If this is the case, it will be confirmed on an individual client basis and must be formatted consistently among captioners.

TIP: When prepping for a session with multiple speakers, take note of what names are included among the attendees.

Is there anyone whom you have captioned before? Is there someone who is well known that another captioner might be able to help you identify?

3. Unidentifiable speakers

In most settings, any unidentifiable speaker should be named SPEAKER. The exceptions are in schools, where you might use STUDENT if it's a student, and in conferences, where attendees ask questions or make comments.

Questions from audience members in events can be marked with QUESTION FROM FLOOR: and comments as COMMENT FROM FLOOR:

If they identify themselves with a full name, you can include that as a speaker tag.

Mathematical Symbols and Formulas

In university lectures about mathematics, you may be faced with equations, formulas and various mathematical symbols. When numerals or letters are involved, mathematical symbols should be used. This makes it easier for the viewer to understand the content and is a better representation of what was said. You can see that " $ax^2+bx+c = 0$ " is much easier to read than "a x squared plus b x squared plus c equals zero".

There should be no spacing between symbols and numbers, with the exception of '=', '<', and '>', which should have one space on either side.

When complete words or phrases are used, rather than numerals or letters, full words should be used, not symbols, eg "It's the price divided by the dividend, or the dividend divided by the price?"

If respeaking or typing is not an option, or you are unsure of the correct formatting, it is acceptable to use (Reads formula), but should always give some context, eg "At this point you use the the quadratic formula - $x = -b$, plus or minus... (Reads formula)"

Any missing content should be included in the transcript, if possible. Indices can be corrected to be superscripts if edited in Word if you are feeling fancy, eg " x^2 " = "x2"

Mathematical Symbol	Printed form	Dragon spoken form	Properties
plus	+	plus mac	0 spaces before 0 spaces after Preceding and following numbers as numerals
minus	-	minus mac	0 spaces before 0 spaces after Preceding and following numbers as numerals
multiply	*	times mac	0 spaces before 0 spaces after Preceding and following numbers as numerals
divide	/	divide mac	0 spaces before 0 spaces after Preceding and following numbers as numerals
powers or exponents	^	carat	0 spaces before 0 spaces after Preceding and following numbers as numerals



What not to caption

A captioner should only caption audio that is openly audible to the caption viewers. The main way to determine whether audio is audible to the group is its volume. Some examples of audio that should not be captioned might include:

- A quiet conversation between teacher and one student
- A conversation between two teachers
- A teacher circulating the class, talking to individual groups
- Two staff members chatting before the start of a meeting
- Conference coordinators chatting during a session break

Censorship, readability

If the speech was openly audible to the caption viewer/s, it should be captioned as spoken. A captioner should not censor or paraphrase language that is potentially offensive.

Some speakers may have broken or hard-to-follow grammar. For readability and (for respeakers) to reduce Dragon errors, it's a good idea to improve the grammar of the content, only as much as necessary to achieve these two aims. If, however, you aren't sure what exactly is meant, you should caption the content verbatim, i.e. as you hear it.