S4C

Guidance on how to submit subtitles and other access services to S4C

January 2015

In order to ensure that access services run smoothly in conjunction with the broadcast service, the following instructions must be followed.

Subtitle files for most programmes should reach S4C at least two **full** working days before the first transmission. If a programme is to be broadcast at 8 o'clock on a Friday evening, material should arrive before 5 o'clock on Wednesday.

The following table shows the different categories of programmes and various submission periods.

Category	TX tape to reach S4C	Finished material to reach S4C
Programme to be subtitled in Welsh or English	At least 2 days before TX (offline copy to be sent to the subtitling company beforehand if possible)	Subtitles file to arrive 2 clear working days before the first TX
Programmes arriving late & live programmes	Special arrangements available for these	Special arrangement
Programmes with BIST (burnt-in subtitles)	Original tape to arrive at least 4 days before TX	Subtitles file to arrive at least 3 clear working days before TX
Programmes with open signing	Original tape to arrive 8 clear working days before open signing TX	Subtitles file to arrive 6 days before TX. Completed digibeta tape to arrive at least 1 day before TX.
Programmes with audio description	Original tape to arrive 7 clear working days before first TX	Completed HD tape to arrive 2 days before TX

The days noted above are working days, Monday to Friday, not including Bank holidays.

Some decisions about which programmes will carry BIST, open signing etc will be made very early in the commissioning process, but inevitably others will rely on the schedule. The production companies and subtitling companies will be informed of these programmes by S4C, as soon as it's feasible to do so.

The contact for this is Meleri Wyn Flint: meleri.wyn.flint@s4c.cymru / 02920 741207

Details

1. Reviewing

Usually, the intention is to complete the reviewing work within a normal working week, Monday to Friday. In order for the automatic subtitles broadcasting system to work at its best, the subtitles files need to be reviewed by:

- 4 o'clock on the afternoon before TX (during the week);

- 4 o'clock on Friday afternoon for the weekend's programmes and Monday's programmes.

Files should be submitted earlier during periods of public holidays and Bank holidays.

In emergency situations, it is your responsibility to inform S4C of any changes and arrangements for submitting materials will need to be discussed.

2. Mpeg files

If the production company is not in a position to prepare a mpeg file for the subtitling company, S4C will prepare the file once the master copy has arrived.

3. Production numbers

The subtitles file should be named in accordance with the programme's production number. Programmes produced by independent production companies usually follow this format:

I/nnnnn/ppp	e.g. TITLE 47 I/15481/47
(I)	*The letter I for Independent*
(n)	*Five figures to signify the production number*
(p)	*Episode number*

The production number should be used without the '/'. In order to stick to 8 characters for the first part of the subtitle file name, the format should follow this pattern:

I nnnnn pp.stl

So in the example above, the Title name allocated to the subtitles file is I1548147.stl and for any series with more than 99 episodes an '0' (zero) should be added before the last two digits.

4. Programme details

The details for every programme should be included in your subtitles file.

These are the kind of details that we require:

- Programme title and production number

- 888 / 889

- Name of subtitling company and/or subtitler

- TX date

5. Subtitles contents

The subtitles should reflect the requirements of the 'Guidelines for Subtitlers in Wales' (Canllawiau S4C ar gyfer Isdeitlwyr yng Nghymru), specifically including:

1. the need to stick to 36 characters for each line in order to comply with our current broadcasting equipment.

2. the need to subtitle the programme in its entirety, including songs, music clips and sound effects for the deaf and hard of hearing as well as people who don't speak Welsh.

6. The first subtitles in a file (and beginning of every part)

Introductory subtitles should be included at the start of every file. The first subtitles must appear with the programme's first frame, as "Subtitles" in cyan on a blue background. The first subtitle should only last for 5 frames with a second subtitle two seconds long (add-on) appearing 7 frames later. The "Subtitles" captions should continue regularly every 5-6 seconds if the opening titles are longer than average in order to confirm to the viewer that the programme is subtitled. If there is no time to include two "Subtitles" as subtitles, one subtitle star (*) should be included for 5 frames on the programme's first frame, cyan on a blue background.

For part two and the following parts, two introductory "Subtitle" captions such as the ones at the start of the file, and of the same length, should be included. The first should appear with the first frame of the part, 5 frames long with a second "Subtitles" subtitle two seconds long (addon) appearing 7 frames later. Again, if there is not enough time for this, one subtitle star (*) should be included for 5 frames on the first frame of the part, cyan on a blue background.

One dot (.) must also be included for 5 frames at the end of each part to ensure that the last subtitles clears.

7. Subtitler and/or subtitling company credit

One line is permitted, which must appear 5 frames into the endboard and must not last more than 2 seconds and 15 frames. One dot (.) must follow the credit for 5 frames.

8. Sending files via email

Subtitles files should usually be sent via email in order to be reviewed before TX. The subtitle files should be in EBU (.stl)

The email address is isdeitlo@s4c.cymru A copy should also be sent to isdeitlo@testun.co.uk