



**LNS captioning**  
Your words. Our expertise.

## Statement of FCC Compliance – Post-Production Captioning

**In compliance with the Federal Communications Commission's Closed Caption Quality Report and Order, LNS Captioning is pleased to demonstrate our closed captioning best practices.**

**Accuracy:** *The FCC stipulates that captions must match the spoken words in the dialogue and convey background noises and other sounds to the fullest extent possible.*

All of the programs we caption in post-production are transcribed and timed manually (including background noises and sound effects) by a qualified captioner, then reviewed and quality checked in their entirety by a second qualified captioner. This process ensures a 99% to 100% accuracy rate for all of our post-production caption files. When a captioner encounters an unfamiliar or questionable term, name, or style issue, he or she consults a reference resource and documents that within the notes of the file. LNS Captioning's reference resources include The Gregg Reference Manual for grammar, Merriam-Webster's Unabridged Dictionary for spelling, and other relevant resources on the web. Beyond this initial resource check, any grammar or captioning style issues within a file are discussed and resolved at the quality check level, or if needed, we will contact the producer for clarification and preference.

**Synchronicity:** *The FCC requires that captions must coincide with their corresponding spoken words and sounds to the greatest extent possible and must be displayed on the screen at a speed that can be read by viewers.*

LNS captioners manually time each caption to synch with the audio (and shot changes, where applicable). Synchronicity must also maintain a balance with readability, however. The captioner sets a reading speed for each captioning file, and any time a caption exceeds that speed, our captioning software alerts the captioner to adjust the timing. To resolve the timing issue, the captioner will borrow a few frames from the preceding or following caption to ensure readability.

**Completeness:** *The FCC requires that captions must run from the beginning to the end of the program to the fullest extent possible.*

We caption the complete program, from beginning to end, including sponsor mentions before and after the main content of the program. When minor text edits are necessary due to reading speed, we will omit the word or phrase that least alters the original meaning and tone of the content.

**Placement:** *The FCC requires that captions should not block other important visual content on the screen, overlap one another or run off the edge of the video screen.*

Captions are generally placed at the bottom of the screen and left-, right- or center-aligned with the speaker unless this placement interferes with a graphic or speaker identification. In that case, we will temporarily bump captions to the top of the screen to avoid obscuring the content.

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