



Subtitling Style Guide

Indonesian (ID)



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Please ensure that you always consult the latest Style Guide, by visiting the certification website on <https://avtpro.oona.net>

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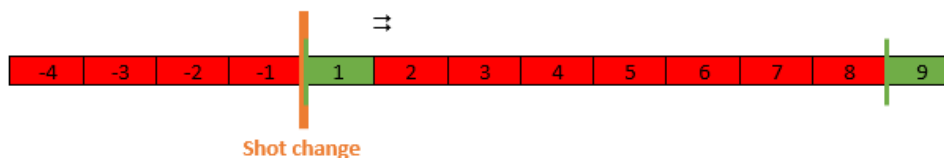
Technical dimension

- T1. Video framerate**
T1.1 All videos run at 25 frames per second (fps).
- T2. Line limitations**
T2.1 42 characters per line (cpl).
T2.2 Maximum of 2 lines.
- T3. Text formatting**
T3.1 Font type: Arial.
T3.2 Font size: point 30.
T3.3 Font colour: white.
- T4. Background**
T4.1 Use a subtitle background to enhance the visibility of subtitles where appropriate.
- T5. Positioning**
T5.1 Horizontal: center-aligned.
T5.2 Vertical: bottom of the screen.
T5.3 Subtitles should be moved to the top of the screen to avoid overlap with onscreen text or other important information contained in the images.
T5.4 In long opening credit sequences, avoid switching back and forth between bottom-positioned and top-positioned subtitles and stick to the same position throughout the sequence as much as possible. In these cases, it is recommended to keep all subtitles aligned at the top.
- T6. Maximum display rate**
T6.1 17.0 characters per second (cps).
T6.2 The absolute maximum is 22.0 cps, but only in a limited number of cases (see T6.3).
T6.3 If need be, up to a maximum of 10% of the subtitles in any given file can be over the reading-speed limit, that is, between 17.1 and 22.0, but remember that no display rate should be 22.1 cps or above.
- T7. Minimum subtitle duration**
T7.1 The minimum duration of a subtitle on screen is 21 frames.
- T8. Maximum subtitle duration**
T8.1 The maximum duration of a subtitle on screen is 7 seconds, including song lyrics.
- T9. Minimum gap between subtitles**
T9.1 Subtitles must have a minimum gap of 2 frames between them.
T9.2 See T12 for further details on chaining subtitles.
- T10. Timing to audio**
T10.1 Subtitles should be timed to audio.
T10.2 Subtitles in-time should be on the first frame of audio or as close to it as possible, acceptable gap from the first frame of audio is only between 1 and 2 frames. Always use the waveform as reference and pay attention to shot changes. When timing to shot changes rules apply that must be followed (see T11).

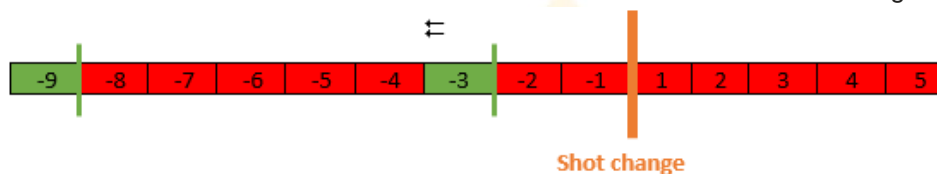
T10.3 If extra time is needed for the reading speed, the out-time can be extended by a maximum of 12 frames after the end of audio.

T11. Spotting around shot changes

T11.1 Where dialogue starts on the shot change or within 8 frames after the shot change, set the in-time to coincide with the shot change:



T11.2 If the out-time is within 8 frames before the shot change, extend the out-time so that the subtitle leaves the screen two frames before the actual shot change:



T11.3 When dialogue crosses a shot change, the subtitle may also cross the shot change to be in sync with the audio.

T11.4 When dialogue crosses a shot change, the out-time may be adjusted to either coincide with the shot change or be at least 9 frames after the shot change.

T12. Chaining subtitles

T12.1 In the case of consecutive subtitles, any gaps of 3 to 12 frames must be closed to 2 frames (chained subtitles). That is, the gap can be either 2 or a minimum of 11 frames.

T12.2 The intention of chaining subtitles is to create a run of subtitles with even gaps between them by extending the out-time of the previous subtitle to create two-frame gaps before the in-time of the consequent new subtitles where any 3 to 11 frames gaps exist.

T12.3 Closing gaps between subtitles can be done by extending the out-time of the previous subtitle, making sure to follow the rules about timing around shot changes.

T12.4 In the case of an out-time that has already been extended by 12 frames beyond the out-time of the audio, avoid extending it further to close gaps. Alternatively, consider either re-segmenting or merging subtitles, or ensuring that the gap is at least 12 frames or more.

Linguistic dimension

L1. Line treatment

L1.1 Text should normally be kept to one line unless it exceeds the character limitation.

L1.2 Line breaks, within and across subtitles, should be syntactically segmented, keeping linguistic units together. Here are some pointers:

- Line should be broken AFTER PUNCTUATION MARKS.
- Line should be broken BEFORE CONJUNCTIONS.
- Line should be broken BEFORE PREPOSITIONS.

- Line break SHOULD NOT SEPARATE a noun from an article.
- Line break SHOULD NOT SEPARATE a noun from an adjective.
- Line break SHOULD NOT SEPARATE a first name from a last name.
- Line break SHOULD NOT SEPARATE a verb from a subject pronoun.
- Line break SHOULD NOT SEPARATE a prepositional verb from its preposition.
- Line break SHOULD NOT SEPARATE a verb from an auxiliary, reflexive pronoun, or negation.

L1.3 Using two lines when the text of the subtitle is 42 characters or shorter is only justified to highlight rhyming patterns, e.g., song lyrics, poetry, verses, etc. or when the subtitle is the translation of an onscreen message and needs to follow the format on the onscreen text:

*Dalam hening,
merdu suara seruling.*

L1.4 Avoid having long sentences run over more than 3 or 4 subtitles. If possible, try to merge subtitles together, or break the sentence into several, shorter units. Mind the timing and reading speed rules.

L2. Abbreviations

L2.1 The use of texting-style abbreviations should be avoided at all times, such as:

- utk (for *untuk*)
- dgn (for *dengan*)
- dll. (for *dan lain-lain*)
- mrk (for *mereka*)

L2.2 Titles such as *dokter* (for MD), *doktor* (for PhD), *profesor*, *tuan*, *nyonya*, *nona*, etc. can be abbreviated if used in combination with a name:

BUT:
Perkenalkan, namaku dr. Grey.
Aku dokter yang akan merawatmu.

L3. Symbols

L3.1 Add a space between a number and a symbol.

100 km 25 ha 37 kg

L3.2 The currency symbol comes before the number and without space:

Rp2.000 \$99

L3.3 Symbols are invariable and, unlike other types of abbreviations, do not need to be followed by a period (*750 ml*, not *750 ml.*).

L4. Dual speakers

L4.1 Use a hyphen followed by a space to indicate two speakers in one subtitle, with a maximum of one speaker per line:

- Kau mau cari makan siang bersama?
- Tidak, pekerjaanku belum selesai.

L4.2 Always use the shorter hyphen (-), as opposed to the en- and em-dashes (*— and *—).

L5. Italics

- L5.1 Titles of albums, books, films and audiovisual productions.
- L5.2 Foreign words unless they are part of regular usage.
- L5.3 Dialogue that is heard through electronic media, such as a phone, television set or computer, or through any other devices that modify the original voice of a character, such as a voice changer device.
- L5.4 Song lyrics and recited poems.
- L5.5 Voiceovers and off-screen narration, unless the large majority of the content consists of off-screen speech. Only use italics when the speaker is not in the scene(s), not merely off screen or off camera.
- L5.6 The voice of a visible character expressing unspoken thoughts, flashbacks or inner monologue.
- L5.7 Do not use italics to indicate emphasis on specific words.

L6. Numbers

- L6.1 From 0 to 10, numbers should be written out, unless there are space or time limitations, in which case figures can be used:

satu dua sembilan

- L6.2 From 11 and above, numbers should be written numerically:

13 23 37

- L6.3 Do not combine numbers with letters, except for millions, billions and trillions:

9 juta 20 miliar 3 triliun

- L6.4 Four-digit numbers should use separators:

3.500 dolar 7.777 yen

- L6.5 Use a comma for decimals:

9,3 89,87

- L6.6 Do not start a subtitle with a number. If necessary, flesh out the number unless this will impact negatively on reading experience, for example if a dialogue starts with years or long spelled-out numbers. Instead of:

Sembilan belas enam puluh lima merupakan tahun penting dalam sejarah bangsa Indonesia.

write:

1965 merupakan tahun penting dalam sejarah bangsa Indonesia.

- L6.7 The previous rules may be broken if there are space limitations, to avoid reading speed violations and to maintain consistency when listing multiple quantities.

L7. Time

- L7.1 Use a period with times:

19.35 02.45

- L7.2 Use the 24-hour format.

L8. Dates

- L8.1 Dates must be expressed with numerals, in the following format:

Adikku lahir pada 31 Oktober 2018.

L9. Currency and measurements

- L9.1 Do not convert currency unless required by the context.
L9.2 Convert measurements to the metric system, unless leaving the original units is required by the context/images, or there are instructions to keep the original units:

kilometer (km) derajat Celsius (°C) hektare (ha)

L10. Hyphenation

- L10.1 Do not split words with a hyphen over two lines, e.g., plural words such as *anak-anak*, *bolak-balik*, *undang-undang*, etc.

L11. Quotation marks

- L11.1 Use double quotation marks without spaces and put punctuation in the correct place depending on whether it is an independent quote (i.e., full stop after the quotation marks) or a direct quote (i.e., full stop before the quotation marks):

Soekarno adalah tokoh penting yang mendapat julukan "Bapak Bangsa".

Gurunya berkata, "Sila kedua Pancasila penting diterapkan."

- L11.2 If a quote carries over more than one subtitle, quotation marks should be used only at the start and at the end of a quote:

"Tuhan, ajari aku mengenal cinta sebagaimana orang lain mengartikannya.

Karena katanya adalah sumber segalanya."

- L11.3 Book chapters, articles and song titles should be in double quotation marks:

AT Mahmud adalah pencipta lagu "Pelangi".

- L11.4 Use double quotation marks without spaces for agrammatical phrases, neologisms, made-up expressions, and speech impediments or disorderly speech, if relevant for the plot, and when an on-screen character is imitating another person or using air quotes as special emphasis on a particular word or phrase to retain creative intent.
L11.5 Use double quotation marks without spaces when a character reads out or quotes someone else.
L11.6 When using quotation marks within other quotation marks, use single quotation marks (' ') within double quotation marks (" "):

Katanya, "Time After Time' itu lagu kesukaanku".

L12. Continuity

- L12.1 Do not use ellipses (three dots) or dashes when an ongoing sentence is split between two or more consecutive subtitles.

Kami menunggunya di Prancis,
tapi dia tak pernah datang.

L13. Continuity (interruptions)

- L13.1 When you need to use an ellipsis, please use the single smart character U+2026, as opposed to three dots in a row, as this will help with reading speed.

L13.2 Use an ellipsis to indicate abrupt interruptions:

Makanannya belum habis...

L13.3 Use an ellipsis to indicate a pause of 2 seconds or more. If the sentence continues in the next subtitles, do not use an ellipsis at the beginning of the second subtitle:

Ada banyak masalah di kantor...

mungkin kami akan bangkrut.

L13.4 Use ellipsis to indicate a pause in the delivery of the original, such as when a character utters an unfinished sentence:

Tetapi aku... Dia tidak cerita padaku.

L13.5 Use ellipsis, without a space, to indicate that a subtitle is starting mid-sentence, e.g., when a character turns on the radio:

...dan jangan ke mana-mana.

L13.6 The ellipsis can be used when an utterance is interrupted by another character or by a forced narrative:

Robin Hood...

MUSUH PUBLIK NOMOR SATU

...babak terakhir

L14. Profanity and taboo language

L14.1 The original content's dialogue must never be censored in the translated version. Expletives should be rendered as faithfully as possible, without using dialects or words that would otherwise introduce a level of obscenity not implied in the original dialogue.

L15. Titles

L15.1 Titles of published works, existing movies and TV shows: if available, use official or well-known translations. If none are available, leave titles in the original language.

L15.2 Capitalization of titles: the first letter of the main words should be capitalized:

*Buku favoritnya
adalah Seratus Tahun Kesunyian.*

L16. Songs

L16.1 Songs are only subtitled if they are relevant for the plot or part of the film (e.g., a character performs a song).

L16.2 Italicize lyrics.

L16.3 If coinciding with dialogue, whatever is more plot-pertinent should be subtitled.

L16.4 Follow regular Indonesian punctuation and capitalization rules. Use commas, periods, exclamation and question marks as and when appropriate.

L17. Text on screen

L17.1 Text on screen should be translated when it is relevant and not redundant, and does not coincide with dialogue. Text on screen becomes redundant when spelling is identical in both languages.

L17.2 If there is simultaneous, plot-pertinent speech, and no time to accommodate both spoken and written text, subtitling the dialogue should be given priority.

- L17.3 Text on screen should be in ALL CAPS, except for written passages (e.g., excerpts from books, magazines or newspapers, handwritten notes, social media messages and text messages), which must match the use of uppercase/lowercase as it appears on screen.
- L17.4 To improve readability, sentence case can be used for long passages of onscreen text (e.g., long written passages used as prologue or epilogue).

