SUBTITLE GUIDELINES
SELECTED FILMS
80. Venice International Film Festival

Arte
Architettura
Cinema
Danza
Musica
Teatro
Archivio Storico

La Biennale di Venezia

ON-SCREEN SUBTITLES

- **For all foreign language films,** the 80. VIFF requires **on-screen subtitles in Italian**. The same applies to Italian films in which the presence of dialect and/or other languages is predominant if not total.

- **For all Italian language films,** where dialects or heavy accents are not involved*, **on-screen subtitles in English** are required instead.
  * You must inform the Programming Office of the possible presence of dialogues in a foreign language or dialects and the relevant percentage within the film in order to establish the language of the on-screen subtitles. In the event that the parts spoken in other languages and/or dialects comprise a reduced number of lines, the possibility of a double on-screen subtitle will be considered with the Artistic Direction.

Songs translation
Any songs present may be subtitled if they are meaningful or functional to the understanding of the film. The choice is therefore up to the film director.

Captions translation
The presence and positioning of captions and the need to translate them must be assessed on a case-by-case basis by the film director.

Subtitles on screen can be:
- burned into the picture
- a XML File embedded in the DCP (OV or VF)
- <u>exceptionally</u> delivered as a separate Supplemental Package

It will be the responsibility of the subtitlers to verify that they are synchronised (Timed Text) with each frame of the entire movie and positioned in the *Safe Title Area* of the image format and not positioned on a black letterbox area.
CPL should indicate whether the subtitles are "burned" using lower case letters or "embedded" using capital letters. It is also important to carefully consider the font type and size. On-Screen Subtitles checks should be done during the QC&V (Quality Check & Validation) at the lab and are under the responsibility of the Producers and/or Distributors that submit the DCP to the VIFF.

<u>We highly recommend that the subtitles be produced by skilled translators and subtitling providers</u>. An inaccurate or clumsy translation, as well as an unprofessional spotting, can compromise the the reception and understanding of the film by the audience.

Formats

- **Title Safe Area (recommended)**: The *Title Safe Area* boundaries are at 10% from each edge of the frame. All essential text should be inside this inner boundary.
- **Font and size (suggested):** Arial 44
- **Number of characters:** max. **40/42** per line
- **Number of lines:** Subtitles must be centered on max 2 lines. When one single line is present, it must be on the lowest part of the *Title Safe Area.*
- **Colour (suggested):** white

OFF-SCREEN SUBTITLES

- **For all films in foreign languages or in dialects with Italian on-screen subtitles** (check above for exceptions and special cases), **including English spoken films**, the 80. VIFF requires **English off-screen subtitles**. This will allow the Festival's vast international audience, including jurors, press and industry professional, to fully understand and appreciate the film dialogues. **In any case, English off-screen subtitles must include all dialogues and lines in English, regardless of the main language of the film.**

- **Italian language films (with English on-screen subtitles) containing dialogues in other languages or dialects** needing translation will have **Italian off-screen subtitles** for these dialogues, unless otherwise indicated by the Festival Director.

Off-screen subtitles will appear on a separate screen located below the main screen. The files prepared to project off-screen subtitles must comply with the following requirements:

- They must be **exactly in sync** (Timed Text) with on-screen subtitles and therefore have the same frame rate, same *spotting*, same IN/OUT timecodes (each on-screen subtitle and its off-screen translation must appear and disappear at the exact same time; the input and output frame of each off-screen subtitle must be identical to the on-screen one). Any asynchronicity would impair the film vision by distracting the viewers.

- max. **2 lines** e max. **42 characters** per line.

- **IN/OUT timecode** must be in this format e.g.: IN 00:00:05:00 OUT 00:00:07:04

  The timecode must correspond to the timecode of the final DCP.

- The subtitles lists must be supplied as **single long-play files** and not split into reels.

In order to allow the Festival to project off-screen subtitles and verify their technical compliance, it is mandatory to send the following **material by August 16** (excepted any derogation agreed upon, but in any case <u>at least 8 days before</u> the first festival screening):

- **List of definitive subtitles with timecode in English**

- **List of definitive subtitles with timecode in Italian**
  Accepted files: **xml, stl or srt**
  with timecodes such as in this example: IN 00:00:05:00 OUT 00:00:07:04
  Timecodes must match those in the DCP.

- The definitive **video file of the film with Italian subtitles** (100% identical to the final version of the DCP) in order to check the subtitles sync.
  Acceped formats**: mp4/avi/mov**, low resolution SD. It is essential that the video file is **no bigger than 2GB**.
  The video must be sent as a download link or WeTransfer or similar.

For any further explanation or more details, please contact the coordinator for your section at the Programming Office:

Venezia 80 and Out of Competition: program@labiennale.org

Orizzonti: orizzonti@labiennale.org

Orizzonti Extra: orizzonti.extra@labiennale.org

Venezia Classici: veniceclassics@labiennale.org