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Human Narration: Image Descriptions

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NNELS creates Human Narrated Audiobooks on demand for Patron Requests. As a Production Assistant you will be assigned to write image descriptions for the narrators.

The same guidelines for how to write Image Descriptions applies to Human Narration. To learn more about how to write Image Descriptions go to the [Images: Alt-text and Image Description](#) section on the wiki.



We do not do traditional long descriptions for Human Narration. If you have a complex description, simply write the entire description below the image and use narrative style (i.e. no special formatting such as tables.) Try to keep the description as short as possible (250-500 words on average). It is okay to make short paragraphs (2 sentences) with the description to help the narrator read it more clearly. If you are stuck on any image, post it in the [Alt-text Q&A](#).

Tickets for titles will be in the NNELS Narration queue, and will be assigned to you by the Production Coordinator.

The ticket will include a comment with the following information:

- number of images
- complexity of images
- deadline for descriptions

The deadline is created based on type/number of images and the average time it takes to complete the descriptions. A breakdown of the average time per image and type is as follows:



- Complex image = 35 minutes per image
- Medium image = 20 minutes per image
- Simple image = 3 minutes per image

If you find that you need an extension on a deadline, contact the Production Coordinator through the RT ticket. The Production Coordinator can then inform the Audiobook Coordinator of the updated timeline for completion.

Each assigned title will have two documents:

1. Original Ebook for reference (for context)
2. Word Doc with images in order (write all descriptions in this file)

These files will be uploaded to a folder in the Unedited section of Cyberduck titled: Narration Images.



You do not insert the Image Description in the Alt-text box. Simply enter the description below the image under the provided heading. This also goes with any long descriptions.



Begin each description with the phrase: **BEGIN IMAGE DESCRIPTION (Location)** and end each description with the phrase: **END IMAGE DESCRIPTION**. See video on [How to Set Up Word Doc for Human Narration Image Descriptions](#).

Once you are finished, follow the same naming protocol as with full production titles, upload the completed file to the edited folder, and pass the ticket back to the Production Coordinator.



You do not have to leave a comment when you pass it back unless you found a particular image challenging and want the Production Coordinator to pay extra attention (Spoiler: They proof read and copy edit everything you write, but it can be helpful for them to know you were struggling somewhere.)

If you have any questions, [please ask!](#)

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