

## ResearchChannel **Production Quick Reference**

This abbreviated guide outlines the minimal requirements to maintaining broadcast quality standards for ResearchChannel. The standards are necessary to meet FCC broadcast requirements. These guidelines apply to all air tapes and programs. Production standards help project a professional image of ResearchChannel, its member institutions and sponsors. High-quality video and audio ensures that the message and content are delivered to our viewers. This is not a detailed guide to all production questions but a quick reference. For detailed information, please refer to the *Production Guideline* booklet or visit the ResearchChannel webpage at <http://www.researchchannel.org>.

### Open

The beginning of each program should identify the speaker, topic and sponsor or school.

### Credits and Closes

The closing credits must include the legal name of the organization that paid for the production and the copyright with date.

### Name Keys

- A name key should be up the entire time that a speaker is on screen.
- Name keys should be in the lower third of the screen.
- Fonts should be of a size, color and style that ensure legibility.
- Banners behind the text, either opaque or semi-transparent, may be used to increase text legibility.
- Logos and graphics may be used in the key if they do not interfere with text.
- The speaker's name should be dominant, with the speaker's affiliation secondary.
- The program title or sponsoring institution can alternate with the speaker's name.
- Avoid more than two lines of text in name keys.
- The ResearchChannel logo bug is in the upper right-hand corner of all broadcasts, in order to avoid interference with the name keys.
- The name key should not be used when slides or graphics are displayed in the lecture.

### Program Lengths

Half-hour slot:	0:28:30
Hour slot:	0:58:30
90 minute slot:	1:28:30

### Time Code

Continuous sequential Drop Frame Vertical Interval Time Code (VITC) or Longitudinal Time Code (LTC) from bars to at least one minute after end of the program.

### Video

- Maximum: 100 IRE units objects
- Black: 0 IRE units
- Black for BetacamSP: 7.5 IRE units
- 40 units of burst
- 40 units of sync

### Audio

- Analog: "0" dB average audio level
- Digital: -20 dB average audio levels
- Mixed audio on both channels 1 and 2
- No stereo mixes
- Audio should not lead video

### Accepted Formats

- BetacamSX
- BetacamSP
- DV cam
- Mini DV – standard speed (for non-broadcast programs)

### Tape Set-up

- Bars & Tone: 1:00 minute
- Slate: 0:10 Seconds
- Black: 0:30 Seconds
- NO countdown leader
- Program
- Black 1:00 minute

### Bars

Bars should be properly set up on the waveform monitor and vector scope, and the levels should be within regulations.

### Tone

Tone should be a 1k Hz tone set to 0 dB on the VU meter. The tone should be steady during the bars and beep over the slate.

### Slate

The slate should contain:

- The title of the program as it appears on the label.
- The client's name or the name of the sponsoring department or organization.
- The date.
- The total length of the program to the second.
- Audio track information such as what is on each audio channel.
- Cut number if applicable.