

RID VIEWS Style Guide

Updated October 2023



Registry of Interpreters for the Deaf, Inc.

Overview

The below content is a style guide published by RID, Inc. for all VIEWS submissions. All submissions should be original work. It is the author's responsibility to obtain written permission for all material quoted in excess of fair use, and for the reprinting of illustrations from unpublished or copyrighted material (for both print and electronic versions).

If you have works that you have already written or published, share them with us! We will happily re-publish your work, emphasizing when and where the piece was originally published.

Bilingual Publishing

Per the member motion ratified at the RIDNOLA15 conference (C2015.09), VIEWS is a bilingual publication. This means that all submissions need to be in both English and ASL before acceptance to the journal. If you are only proficient in one language, we can work with you on a case by case basis for developing bilingual content. The goal of our publication is to achieve linguistic equivalence; therefore, the meaning and content of the article should be equally represented in both written and visual mediums, according to the author's signing/writing style and cultural expression.

Submission Tiers

Columns

Columns are shorter pieces that can include opinions on a given topic. Columns are designed to be published once, though may be turned into a recurring segment to continue discussions related to an overarching topic.

- English: 800-1000 words
- ASL: About six minutes of video content

Articles

Articles are intended to state facts and/or research. The length may be longer than a column and could be broken down into multiple parts released throughout consecutive issues.

- English: 1500-1800 words
- ASL: About ten minutes of video content

Required Information With Your Submission:

- Byline of each author – Name, education degrees MA or above, credentials/certifications, city, state
 - Example: Jane Doe, MA, CDI; Bowie, MD
- 100 - 150 word biography for each author
- High resolution headshot of each author
- English version of the article
- ASL version of the article (can be submitted after editing process)

Advertisements

Individuals or entities may choose to write an article, exposé, or full text content that promotes a specific product, program, service, or event. This content is considered advertising and will go through different channels, and our VIEWS submission form should not be used. If you would like to submit content for advertising, please email our Advertising department here: advertising@rid.org. Some examples of advertising content include, but are not limited to:

- Webinar platforms
- CEU opportunities
- Company publications
- Events, etc.

Format

English Text

Text should be submitted via Word or Google Docs, using Times New Roman, 12-point font and double spaced with 1-inch margins. Please do not change fonts, spacing, or margins at any point in the submission except for tables. All titles, headings, and citations should follow the APA (6th edition) style guidelines. Submissions are not required to have a running header or a title page. See below for a sample page. All text submissions should be print ready.

ASL

Your video signing the content of the article should be submitted in MP4 format sent via Google Drive. If you include quotations or references in the article, those should be noted in the video as text on screen or as a reference slide at the end of the video. View the full ASL filming guide below.

Media

All embedded art, pictures, graphs and charts should be included as separate files in PDF, GIF, BMP, or JPEG formats, in grayscale with a resolution of at least 300 DPI.

References

Thoroughly check all references before submitting to ensure that all sources cited in the text appear in the references. References may also include sources that influenced the article but did not contribute source material. Make sure that all references are accurate and complete, including the Digital Object Identifier (doi) when available. The reference list should follow APA (6th edition) style guidelines.

English Text and Reference Example

Here is an example from Signed Language Academic Papers, by Risa Shaw and Mary Thuman, Gallaudet University. *International Journal of Interpreter Education*, 4(2), 74–86. © 2012 Conference of Interpreter Trainers.

View the example here:

https://www.researchgate.net/profile/Risa_Shaw/publication/260578934_Signed_Language_Academic_Papers/links/54666e790cf2f5eb18016f1b/Signed-Language-Academic-Papers.pdf

ASL Filming Guide

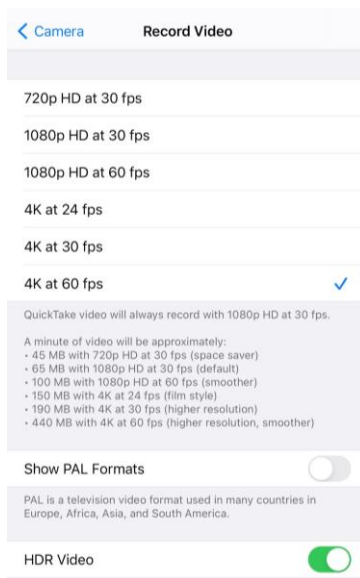
Film with High-Quality Video

Using a Phone

- First make sure you have enough storage space to record your full video!
 - You can purchase extra storage on iPhones for \$1/month.

How to Update iPhone Settings to Highest Quality

- Settings > Camera > Record Video > 4k at 60fps
 - If you don't have this, it's no problem. Use the highest quality option you have.
- Enable HDR video if you have it.



**For more visual resources, visit:

<https://wistia.com/learn/production/shooting-video-with-an-iphone>

Using a Camera

- Record using either 1080p or 4K. 30 or 60fps is recommended.

Tips for different devices

- **Avoid** using low quality webcams or tablets.
- **Turn off** autofocus on any device you are using.

Tripod Setup

- Set up a tripod or put your phone at eye level
- Set the phone **horizontally**.
- Place the camera lens at eye level. Make sure the camera frame can see you from the **waist** up, and the head is not cut off.
 - A good way to test this is to do the reindeer ears to make sure you have enough space over your head.
- A small tripod for a phone is **highly** recommended.
 - <https://amzn.to/3rD09eL>
 - <https://amzn.to/3r1gLvC>

Avoid using the zoom in/out feature on your phone

- Zooming in or out on your phone will make the video blurry.
- Instead, physically move the phone to a position that captures your body from the waist up.

Background

- Use a clean background.
- Your background should be a solid color and free from distractions.
- You can use either a solid colored wall or background screen.
- The color of the background should contrast with your skin color and the color of your shirt.

Lighting

Natural Lighting (Indoors)

- Avoid using household lamps.
- Film inside **during the day** by a window and use that natural light shining on your face.
 - If you use this option, make sure the window is in **front** of you, not on your side.
- Include additional lighting on both sides of your body if possible to reduce shadows.

Natural Lighting (Outdoors)

- Filming outdoors is strongly discouraged. If you choose to film outdoors, please avoid dramatic changes in lighting.

Lighting Equipment

- Ring light is a great option to add lighting.
 - <https://amzn.to/3r1gLvC>
 - If you wear eyeglasses, avoid using a ring light as it will reflect in the glasses.
- If your lighting equipment has the ability to change color tone (blue, white, orange) avoid using the orange option.

Using a Teleprompter

We highly recommend you consider using a teleprompter. A teleprompter can be a very helpful tool when signing a long article/column. There are many different teleprompter options available, depending on your need. Here is a brief list of different options to choose from:

- **Teleprompter app**
 - <https://telepromptermirror.com/telepromptersoftware.htm>
 - https://play.google.com/store/apps/details?id=com.parrotteleprompter.app&hl=en_US&gl=US
- **Teleprompter app that plays while filming**
 - <https://www.teleprompter.com/>
 - <https://play.google.com/store/apps/details?id=ua.kulya.speechway&cjevent=985e93c5742211ee8319000a0a82b836&pli=1>
- **Physical teleprompter for tripods**
 - <https://a.co/d/68ggc31>
 - <https://a.co/d/gq5f6y4>
 - <https://a.co/d/2oGcXsv>

Ready, Set, Action!

- Once you have everything setup, it's time to film! When you turn the camera on and get into position, stay in position, and look at the camera for approximately 5-10 seconds before you start filming to allow for a cohesive edit.
- If you make a mistake while signing that's ok! The beauty of filming is we get to redo our mistakes :) Depending on where you are in the script, you often can restart that section rather than starting from the beginning. Make a clear motion that identifies a mistake and that you are going back (think "take 2"). Before you restart, put your hands in a neutral position, look at the camera for around 5 seconds, then begin again.
- If you choose to film in multiple takes rather than one long video, establish a place to put your hands at the end of each section. Resume that position at the beginning of the next section for editing cohesion. Also, identify which section you are filming at the top of each video (section 1, section 2, etc..) to help identify the order of each clip.
- At the end of the video, look at the camera for approximately 5 seconds before moving to allow for a smooth transition.
- Sign at a comfortable pace (not too fast) and clearly, especially while fingerspelling. Remember there is a wide audience who will view your video and it is important that our diverse audience can understand your message.
- Don't forget to smile!

Uploading

- If you filmed on your phone, use the Google Drive app to upload your video directly to Google Drive.
- If you filmed using a camera, please upload the video file to Google Drive on your computer.
- Share the video with communications@rid.org or add the link or upload the video to the VIEWS Article Submission Form.