Instructions for Using the Template for the 2020 Census Video Language Guide

To create a 2020 Census Video Language Guide for additional languages beyond the 59 languages available from the Census Bureau (2020census.gov/languages), you will need both the English Video Language Guide (link below) and the 2020 Census Video Language Guide Script Template.

Use the script template to prepare a translation of the video narration. Depending on the technology available, the new translation can be read to a live audience or a voice-over can be recorded. This document provides guidelines and tips for using the 2020 Census Video Language Guide Script Template.

Resources:

- English Video Language Guide: Video Guide to Completing the 2020 Census Online
- 2020 Census Video Language Guide Script Template

Using the Video Language Guide Script Template

Step 1: Refer to the English video and script template

The English Video Language Guide (link above) includes the video screens, and a narration in English. The 2020 Census Video Language Guide Script Template contains the written English source text.

Step 2: Translate the English source text

Ensure translations in the non-English language are as close in meaning to the English text as possible.
Use simple and direct phrases that are easily understood in that language.
Do not leave text out or add additional text to the translation.

Step 3: Create a translated script using the fillable pdf template

Click within each shaded area of the "Translated Script" column of the script template to add translations.

Step 4: Use the translated script to provide a narration of the video in the translated language

A speaker or narrator can then read the translated script while playing the English video without sound.
The narration can be spoken in front of an audience, or recorded using available technology.

Additional Considerations

- **Abbreviations and Non-Standard Terminology:** If a standard translation does not exist, use a descriptive translation and include the English term after the translation. Include transitional text such as "or" or "which is" before the English term if needed.

- **Spelling:** If multiple spellings exist for a word in the language, select the version more widely accepted. Use this spelling throughout the script.

- **Numbers**: You may choose to write out numbers using words so that there is no confusion as to how to speak the number in the translation (example: "On April first,…").

- **Terminology:** Use plain language and avoid regionalisms. Use appropriate tones and level of formality. Ensure the intended meaning is clearly understood.

- **Formatting:** Use font, orientation, justification, and alignment appropriate for the language. Ensure the language is formatted to be spoken and read out loud.

- **Emphasis:** Use formatting appropriate for the language (such as all caps, bolding, or underlining) to emphasize words that are emphasized in English.