Animation. Instructions for creating the content

Any audiovisual resource must be accompanied by a **script**, which may range from a simple list of key ideas that you would like to convey to a fully thought-out text.

Should any form of animation be required, the script must contain the following information:

1.   **Project title**.

2.   **For simple animations like text or icons, you must provide an outline** containing the **full voice-over text**, with **the keywords to be included in the animation in bold type**. The script must also contain a **description of the animations themselves**. Take a look at this example. Any new animations will be added to the UOC's image collection. Animations using real-life photos are also possible. Should this be the case, the coordinating professor must ensure that they are copyright-free and thus okay to use.

3.   **For complex animations like character drawings, you must provide a storyboard.** This will allow the hired designer to create the animation as you have envisioned it yourself. Scripts with complex animations must be divided into scenes, each one including:
-       the image or a description of the image to be animated;
-       the action that the image is meant to do; and
-       the corresponding voice-over text.

Click here to see what a storyboard looks like.

4.   You must specify the **language** the resource needs to be in as well as the **gender** of the person recording the voice-over.

5.   If you would like to include images in your resource, **you must submit a PPT with all of the images to appear in the animation** as well as their corresponding bibliographical references (website, author, title and year) so that these may be added at the end of the project in the "Sources and resources" section. The scriptwriter is responsible for ensuring that the images are either their own or copyright-free. If the image is owned by someone else, the rights of use must be signed over as appropriate.

Diversity and gender

The UOC's learning resources should respect and guarantee gender diversity and perspective. In this way, we can portray our society's reality and commonly held values.

This means that in our animation productions we must use language that respects people, striving to avoid any terms or expressions that might marginalize certain social groups.

When it comes to choosing examples, we should reproduce everyday situations and ensure that, across any given hierarchical level, there is balanced representation in terms of gender, culture, religion, race, etc. Try to avoid disseminating messages that promote stereotypes, except in cases in which the example is actually intended to highlight a discriminatory situation.

In bibliographical references, the same visibility should be given to both men and women. The full name should be given instead of simply the initial.

For example:

Cortés, Josepa; Pons, Vicent (1993). "La biblioteca jurídica de Jaume d'Eixarc (1479)". Saitabi (XLIII, p. 181-194)

Our guide on diversity and gender in audiovisual productions offers recommendations and guidelines (in Spanish or Catalan) to help you achieve this goal: http://guia-audiovisual.uoc.edu/diversitat-i-genere/.

You can also visit the Language Service website where you will find basic advice on how to use gender-neutral language.