

Checklist for makers of episodes for

The Documentary Podcast

SCRIPTING STYLE TO USE:

Programme Introduction

- **'This is/ (or) welcome to The Documentary'**
- **If** it isn't a traditional 'documentary', we need to add a brief description (see examples). This applies to In the Studio, Heart and Soul, OS Conversations
- Include '**...from** the BBC World Service'

Presenter Introduction

- **'I'm ***'/(or) 'with me ***'** and work into the intro information, however it flows best editorially

Introduction examples

- Welcome to The Documentary from the BBC World Service. I'm Katie Flannery, and on Assignment, we're in Ireland, exploring the country's long tradition of keeping horses
- From the BBC World Service, this is The Documentary. I'm Denise Mina and we're In The Studio exploring the processes of the world's most creative people, with comic book artist Frank Quitely
- Welcome to The Documentary, from the BBC World Service, with me Colm Flynn. In Heart and Soul - exploring personal approaches to spirituality from around the world - we meet Patrick van der Vorst
- This is The Documentary from the BBC World Service. I'm James Reynolds and in this episode of BBC OS Conversations, which brings together people from around the world to discuss how major news stories are affecting their lives, we talk about the migrant challenge

So you can change the words around for flow. Just make sure you include **'The Documentary'** and **'from the BBC World Service'**, in addition to your info about the content and host

Mid-point

- Find a mid-point which is editorially suitable – it doesn't have to be exactly in the middle
- Say 'This is The Documentary **from** the BBC World Service'
- Leave half a second gap, then make a note of the timestamp (**to the nearest second**) and provide that to WS Channel Management, when you deliver the programme.
- Pick up with 'I'm XXX and this is (title)' or similar
- **Mid-point/Hour Docs only** - For the podcast ep say 'you are listening to The Documentary **from** the BBC World Service' and pick up with part 2. NB, in this instance, we DO need a separate radio version throwing to the news
- Please speak to the Paul Blythe if you need advice on this

End of Episode

- Say 'you've been listening to The Documentary **from** the BBC World Service'. (This doesn't have to be the very last words, just make sure it is included near the end)

What to avoid in scripting

- Radio references, eg 'you are listening **to** the BBC World Service', 'you are listening to this **on** the BBC World Service'.
- Time references like 'this week'. Instead say 'in this episode'