

## ASCILITE Wavelength Submission Guidelines

The ASCILITE Wavelength Podcast is a community-contributed podcast produced by the Australasian Society for Computers in Learning in Tertiary Education (ASCILITE). The podcast features segments on contemporary issues in tertiary education in Australasia and internationally, with a particular emphasis on technology-enhanced learning. ASCILITE members and non-members may make submissions.

### Segment Types and Requirements

#### Audio Documentary

The audio documentary format uses a combination of narrative, interviews, and sound elements to tell a story. Creators of packages in this format are permitted to use elements, such as sound effects and music, to accompany the story to create mood and atmosphere. Where such elements are used, the producer of the package should ensure that they have obtained appropriate usage rights for the elements. Submissions may be 10-15 minutes. Release documentation and details for any elements incorporated into the package (e.g., citations) should be included with submission.

#### Audio Essay

The audio essay format includes story-telling narratives, think-pieces and editorials. Submissions should be no longer than 5-7 minutes and should only include the speaker audio.

#### Interview

Interview segments include an interviewer and interviewees. Segments should be a maximum of 10 minutes and should only include the interviewer and interviewee audio. Release documentation for interviewees should be provided with submission.

#### Vox Pop

Vox pop or person-on-the-street segments are short, succinct pieces that probe a central theme or a question or two around a theme. Segments should be a maximum of 5-7 minutes and only include producer and participant audio. Release documentation for all participants should be provided with submission.

#### Other Formats

Segments that do not fit within any of the above categories will be considered. Segments may not be any longer than 10 minutes and must include talent releases and documentation of any assets (e.g., sound effects and music) used as part of the package.

### Submission Requirements

Submissions should follow the format guidelines above and include the following:

- Completed submission form that includes segment producer details and contact information.
- Release forms and/or documentation for any assets (e.g., sound effects and music) used to produce the segment (where applicable and permitted).
- Audio of the segment in FLAC, WAV, AIFF or M4A format.
- Text transcript of the segment.

### Tips of Audio Quality

When recording the audio for your podcast, consider the following to get the best audio quality possible:

- Make sure that you are recording in a noise-free/low-noise environment.
- Use a headset when recording on computer to avoid audio feedback.
- Consider using a headset or podcast microphone to avoid room noise and echo when recording.
- When editing your segment, run noise removal and ensure that audio levels are consistent.
- Use editing to keep your segment focused, on topic, and free of rambling, stammers, and irrelevant information.

### Tips for Transcription

We realise that transcription can be a time-consuming task. However, there are some shortcuts available to assist with transcription. Web conferencing platforms, such as Webex and Zoom, Microsoft Word 365 and YouTube have inbuilt transcription features. Consult the platform documentation for how to access and use these features. There are other automated transcription services, such as Otter.ai, Rev and Descript that offer free trials and subscriptions.

Automated transcription is never 100% accurate, so please be sure to confirm the accuracy of your transcription before submitting audio packages.