



# Tips for Contributors

While we can't help you write your magnum opus for the podcast, we can make sure your contribution sounds as polished as possible with the following tips. If you have any questions, please feel free to email us at [adf.podcast@gmail.com](mailto:adf.podcast@gmail.com)

1. Print out your script, and do a dry run at least once, twice is better. Reading a work aloud will help you find all the trouble areas before you start recording
2. Find a comfortable place to sit, feet flat on the floor, and concentrate on relaxing your stomach muscles. If you're tense, you'll rush your delivery.
3. Read at a natural pace - not too slowly, not too quickly. The important thing to keep in mind is to sound conversational, not stilted or stiff.
4. Keep a glass of tepid water nearby (not cold, not hot), adding a few drops of lemon juice. The water will keep your vocal chords hydrated, and the slight acid will keep your voice sounding clear. Avoid dairy while recording - milk tends to coat the throat with a film that can dull your voice.
5. There's no need to pre-announce yourself ("This is [insert name], and this is my essay [name of essay]") Tribeways records voiceovers to introduce each piece, so no worries.
6. To eliminate background noise from your PC and other electronics, sit with your back to your system when recording. Your body will absorb some of the ambient noises, and you won't be distracted by the screen!
7. Record in stereo when possible. If you're not sure how to make this happen, email us and we'll help guide you in the right direction.
8. If you make a mistake during recording, resist the urge to hit the "STOP" button. Keep recording, count silently to "three", and start over at the beginning of the paragraph. Mark on your script where you started over, and we'll edit out the errors in post-production.

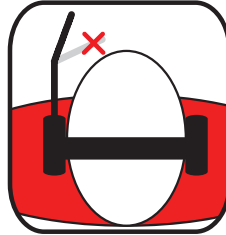
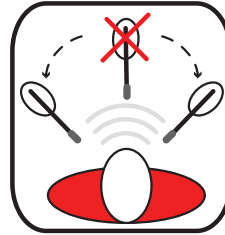


More Tips! →

9.

Ideal placement of your mic is NOT directly in front of your mouth. When the mic is positioned directly in front of you, it captures hard plosives (words that start or end with 'p', 't' or 'k' sounds) as rough, loud noises. Instead, place the mic off to one side, still aimed at your mouth.

Stand Mic



Boom Mic

10.

If you're recording music, please send it to us in WAV format rather than compressing to MP3. Voice recordings can be sent in as WAV, MP3 or Ogg.

11.

Desk mic, or headset? If you have both, choose a headset with a boom mic. Desk mics tend to pick up vibrations from your PC, creating a static "hum" underneath your voice. With boom mics, make sure the mic is not placed directly in front of your mouth.

12.

Send in a short bio of yourself - a few sentences telling us who you are, and where you live. We include these in our liner notes and as part of the voiceovers in the podcast itself.

13.

Consider submitting your work to both Oak Leaves and Tribeways! Remember that ADF's publications are also a way to reach a disabled audience - Oak Leaves for the hearing impaired, and Tribeways for the visually impaired. Make your work available to everyone!

14.

Send us a small pic of yourself for inclusion in our liner notes if you'd like! Let the world know who you are!

15.

Remember that we need you to fill out a podcast release form. You can download, fill out and fax/email it back to us with your submission.

16.

If your file is 20MB or under, feel free to email it to [adf.podcast@gmail.com](mailto:adf.podcast@gmail.com). If your file is any larger, you can send it through a large-file service like [www.yousendit.com](http://www.yousendit.com) (up to 2GB). Either way, we'll send you an email to let you know that your file has been received.

**Any questions not covered here? Email us at [adf.podcast@gmail.com](mailto:adf.podcast@gmail.com)!**