

# ID & Naming Protocols for OC Audio

Thank you for your contribution to OC Audio. The following is an explanation of ID & Naming Protocols for your audio contribution. These instructions are general and may not apply specifically to your contribution, if you have any questions please feel free to email [OCaudio.origins@gmail.com](mailto:OCaudio.origins@gmail.com)

## In Recording Audio ID

- If you're reading from a book, please save each chapter as a separate audio file.
- Please commence your reading by saying the Title, Author, Orator and Chapter Number if relevant.

E.g. "1984 by George Orwell, read by Chim Shore. Chapter 1."

- If there's an interruption (phone call, coughing fit, long break etc.) during your reading that you wish to have edited out, please clap three times before you recommence reading and let us know about it in the email with the audio file attached so we know to edit out the interruption.

## Naming Audio Files

- Please name your audio files like so;

'Your first name-Abridged title-Chapter/Part number'

E.g. For 1984; **Chime-1984-Ch8-10**

For Brave New World; **Chime-BNW-Ch8-10**, or **Chime-Brave-Ch8-10**

For your own work such as a lecture series on ants; **Chime-Ants-Part2**

## Additional Information

- Include in your email the publishing details of the book - author, title, year of publication, publishers name.
- If it's your own academic work, or commentary please include a bibliography.
- If you wish to include any links to your own work, and/or the work of others relevant to the reading then please do.

- If you wish to include a photo with the audio please feel free to email it to us. This is optional and the photo can be of anything (portrait, selfie, picture of a nature, artwork etc.), please make sure you own the rights to the photo.