SUBMISSION GUIDELINES

The following will help you make the most useful submissions to IDEA.

- Choose great subjects! The best speakers will represent their dialect/accent in its strongest form. To see what regions still lack a representative recording, check our Global Map.
- In the interview, downplay the question of your subjects' pronunciation to prevent them "improving" their speech.
- Use a good microphone. A directional mic is best. Avoid "p pops" by making sure the speaker is "on mic", and speaking *past* it, not *into* it. Save it as an **mp3 file (22,050 sample rate, mono, 16-bit preferred)**.
- You may find our Recording Guidelines useful.
- Your recording will contain **both** of the following: first, your subject's reading of *Comma Gets A Cure* (give it to your subject on a clipboard to avoid script rustle); and, second, an unscripted monologue, **both on the same recording.** For the monologue, ask the subject to talk about his or her family history, the place he or she was born and raised, place names, local idioms—the topics that will be most useful. **To elicit continuous speech rather than dialogue, ask the subject to begin with the words, "I was born..." and don't speak yourself unless and until absolutely necessary (your voice will be edited out of the final recording). Avoid asking *questions* (difficult to edit out) : instead use *prompts* like, "Please speak for a while about (desired topic)..." Just smile and nod while they speak, staying completely mute yourself.** If your subject speaks English in the accent of his or her first language, please ask him or her to read or recite some brief text (fifteen to thirty seconds) in his or her own first language and provide you a copy of it (in original language plus an English translation) for you to include in your transcription. **Total maximum recording time (reading and monologue): five minutes**.
- When you come to transcribe the recording, either orthographically or in IPA, here's a good tip: in your recording software, Audacity perhaps, highlight one sentence in the waveform at a time and then use the *loop-play function* (press and hold Control or Shift as you click the play button) to play that sentence over repeatedly until you have transcribed it perfectly, word-for-word, and are ready to move on.
- If you have the skill, please do initial editing of the recording yourself.
- Save the recording. Number it. For example, if this is your 15th submission to IDEA, the filename will be "YOURLASTNAME15.mp3".
- Read or explain the terms and conditions to your subjects and ask for their assent to them. Explain that their anonymity is guaranteed.
- Now you are ready to use the online submission tool! Just follow the prompts, entering information as fully as possible. Check the accuracy of your transcription, and all spelling.