

Preparing Audio Files for Submission with a *Symposium* Article

Audio files may be included in *Symposium* articles. Audio files are especially effective when combined with notated music examples or other graphics files in articles.

Audio files are placed within the text of the article. Conventions within the text such as “As the following audio file demonstrates, ...” or “A video example will underscore this point.” will direct the reader to the audio that will immediately follow and be available for listening.

Audio files are transmitted to *Symposium* separately from the article .doc or .docx text file via the section [Audio Files](#) on the online submission form. Please review the guidelines below for preparing and transmitting supporting audio files.

Creating or Editing MP3 Files

Before uploading audio files to *Symposium*, you will need to create or edit audio files and save them in high-quality .mp3 format. 192 kbps stereo is preferred. This is fairly simple to do. This can be accomplished in iTunes or an audio editor of your choice. A Google search on “preparing audio files” will provide information concerning many audio editing options. If you do not have an audio editor, Audacity is a free, open-source editor for Mac OS X and Windows. Audacity can be downloaded here:

<http://audacity.sourceforge.net/>

... and here's a quick guide to audio editing with Audacity:

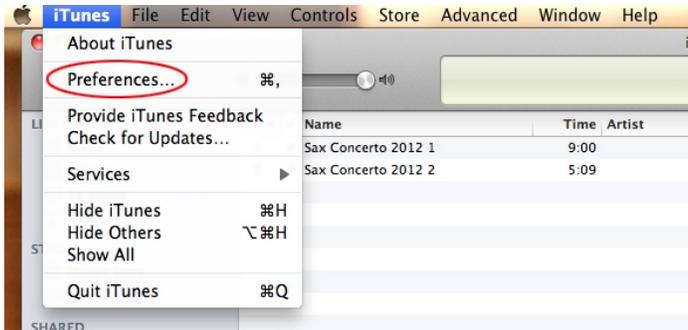
http://www.jtoolkit.com/audio/Audacity_Guide.pdf

Mp3 conversion (192 kbps) in iTunes (Mac)

Here are instructions for preparing files using iTunes on the Mac:

Mp3 files should be high quality, 192 kbps stereo. CD files (.wav or .aif) can easily be converted to this format in iTunes, which is available as a free download for Mac or PC. (<http://www.apple.com/itunes/download/>).

1. In iTunes, select “Preferences...” under the iTunes menu.



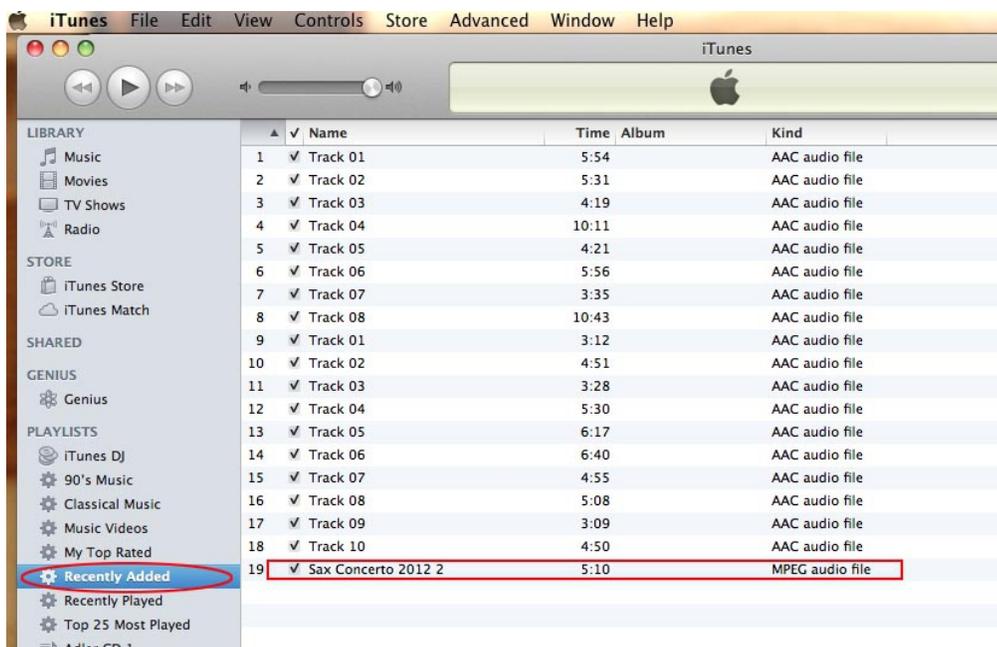
2. In the “General Preferences” tab, choose “Import Settings.” (Yes, it is counterintuitive that you set the import settings in order to set the export settings, but is necessary in order to make the “Create mp3 version” option active.)



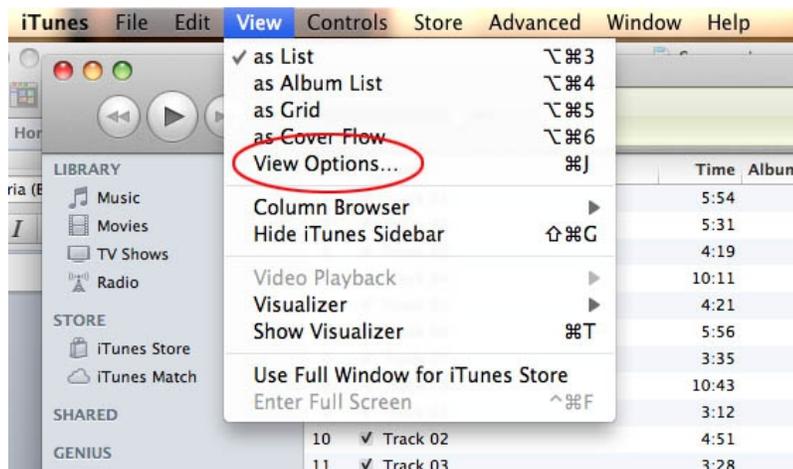
3. In the “Import Settings” window, select “MP3 Encoder” and “Higher Quality” in the Setting menu. Click “OK”.



4. iTunes will create an mp3 version, and the easiest place to find it is in the “Recently Added” playlist. You can simply drag it onto the desktop or into another folder.



5. In order to make sure that you export the mp3 (“MPEG audio file), you can choose to have iTunes display the file type in the “Kind” column. While in the “Recently Added” playlist, go to “View Options” under the “View” window.



6. Then select “Kind”.



Uploading Audio Files to *Symposium*

To upload audio files with a *Symposium* article, do the following:

1. Make sure the audio file names have no spaces. Name them according to their location in the article text (e.g., example1.mp3).
2. Make sure the audio files are in mp3 format.
3. On your local computer – in Finder or Windows Explorer – select all audio files included in the article.
4. Right click the selected audio files and choose ‘Send to -> Compressed Zip Folder’. Name it as the name of the author and label it as audio (e.g., smith_john_audio.zip). The size of your .zip file must not exceed 10MB.
5. Note where you have saved the file and upload it via “Article Audio” section of the online submission form.