

Audio Submission Style Guide

The International Journal of UNESCO Biosphere Reserves

Submission Deadline for 1st Issue: November 15, 2016

Contact: biospherejournal@gmail.com

Overview:

- **Audio clips must be more than 3 minutes in duration.** Submission of any longer will require the permission of the Editor.
- The audio clip must include narration explaining the content or educating the audience. Audio narration must be in clear, grammatically correct English.
- **Audio must be in English.**

The clip must be high quality material that cover themes relating to the mandate and functions of UNESCO's Man and the Biosphere Programme: conservation of biological and cultural diversity, sustainable development, and collaborative projects, research, and initiatives that demonstrate best practices relating to the human-nature connection.

The content must be clear, in focus, and without excessive volume changes. Grainy, or distorted audio will not be accepted. Editing must involve smooth transitions. Conclusions must be related to the submission and must not be overstated.

Accepted Audio Formats:

- ⇒ .mp3
- ⇒ .m4a
- ⇒ .ogg
- ⇒ .wav

Most codecs supported by these formats are acceptable. After submission, the editors may need to request the audio clip submitted in a different codec in the event a non-standard codec is used.

Preparation of Word File (Abstract) to Accompany Audio

A Word document must be provided that contains the following:

- Full audio title
- Exact running time of audio
- All contributing authors
- All authors' affiliations and email addresses
- A structured abstract up to 500 words, organized as follows: *Introduction, Materials and Methods, Results, Conclusions*
- Basic statistical analysis including statistical significance (*p*values) must be included.
 - Include references, if applicable. See below for reference style.
 - Participant Consent Statement (**if applicable**)

If applicable, authors must state, “Author(s) have received and archived participant consent for recording/publication in advance of audio recording of procedure.” This sentence will appear near the Author Disclosure Statement online, should the audio be accepted.

- The source of work or study, and if there are any conflicts of interest or obligations resulting from it.

Submission Process

Contact biospherejournal@gmail.com for details

References

Authors are strongly encouraged to provide references with their audio, if applicable. References will help acknowledge the audio as a contribution to the literature. In addition, any previous presentation of the audio or abstract should be stated as a reference. Publications citing the audio will automatically be linked. References should be presented in the following style:

Journal articles with up to 6 authors:

J Withington, J Armitage, W Finch, O Wiseman, J Glass, N Burgess. Assessment of stone complexity for PCNL: a systematic review of the literature, how best can we record stone complexity in PCNL? *J Endourol* 2016;30:13-23.

Journal articles with more than 6 authors (show first 3 followed by et al):

D Glassman, M Yiasemidou, H Ishii, et al. Effect of playing video games on laparoscopic skills performance: a systematic review. *J Endourol* 2016;30:146-152.

Books:

Ellison EC, Zollinger, Jr RM. *Zollinger's Atlas of Surgical Operations*, 10e. New York, NY: McGraw-Hill Professional; 2016.

Videos:

Qin C, Shao P, Ju X, Li J, Meng X, Ly W, Yin C. Retroperitoneal laparoscopic partial nephrectomy with segmental renal artery clamping. *Videourology*. 2010;24: DOI: 10.1089/vid.2010.0097.

Websites:

File T. Computer and internet use in the United States. U.S. Census Bureau. 2013. Available at: www.census.gov/prod/2013pubs/p20-569.pdf (accessed July 12, 2016).

If it is necessary to cite an abstract, this should be so designated. Authors are responsible for the accuracy of the references.

Legal Considerations

Music

If music is used in your audio clip, please provide the source of the music, and whether or not it is copyrighted material. Copyrighted music cannot be used in the audio clip without permission from the copyright owners. Written permission from the copyright holder must be supplied by the submitting author at the time of submission. There are several websites that offer royalty-free music and are listed below. Note that these are third-party sites and the Publisher does not endorse and/or support any of these sites in any capacity:

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- <http://freeplaymusic.com>
- <http://incompetech.com/music/royalty-free>
- www.premiumbeat.com
- www.royaltyfreemusicweb.com

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