

Memories of War

Contribution Guide

How to prepare your contribution

Thank you for wanting to be part of the Memories of War Project.

Check you are eligible to contribute

Before preparing any work please check if you are eligible to contribute. For more information please read 'Call for Content' and also download the Invitation to Participate **Hand Out** document available from

<http://mow.windsky.com.au/students/>

Federation University Students

Written contributions should be prepared as per the instructions below and given to your participating course co-ordinator.

If you have an idea for a contribution you could make to the blog which lies outside of the Course Assessment tasks, contact the Memories of War FedUni Liaison Dr David Waldron: Mt Helen Campus H Building Room 226, 03 5327 9710

d.waldron@federation.edu.au

Others

Other interested parties or if you have non-written content or a project you think might be of interest. Please contact the project managers by

email: enquire@windsky.com.au

Prepare online content

Text

Text Content should be delivered in MS Word format or similar.

Text should already be proofed and spaced as you would want it to appear on the blog. Where you have links to other materials please show the links as follows. Underline the title of the link and provide the actual link in square brackets with the word LINK at the start and highlighted in red text.

Example

For more information see World War 1 [LINK:
http://en.wikipedia.org/wiki/World_War_I]

Images

Where ever possible please supply images prepared for use on the web and in .tiff, .jpg or .png format. Please do not supply image file sizes larger than 1 megabyte.

See: Appendix - Media Details for how to provide copyright information

External Media

All other media should be uploaded to a third party for streaming.

Video

Where video content is to be used please upload the content to Vimeo or YouTube and supply a link to the content in your text. Please do not include video files in your upload. *See: Appendix - Media Details below for how to provide copyright information*

Set comments off on your video content.

Audio

Where audio content is to be used please upload the content to SoundCloud and provide a link in your text. Please do not include audio files in your upload.

See: Appendix - Media Details below for how to provide copyright information



Documentation

Please download and complete the following documents to include with your contribution. – Available from [Content Submissions](#)

1. Cover Sheet & Agreement
2. Media List (*see Appendix - Media Details*)

Contribute

Zip all your material and the completed documentation in a single zip archive and provide the work to your co-ordinator. See: <http://mow.windsky.com.au/students>

Thanks again for contributing

Jary Nemo
Director



APPENDIX - Media Details

Please record all the content you collect and include it in a 'Media List' document. If there are a number of files that all have the same copyright owner and clearance requirements then place all the files in a folder and then just record the details for the entire folder.

The columns from the 'Media List' document are described below.

Column	Usage
Media Type	Select the type of media from the drop down combo. If you wish to put a selection of similar media which all has the same copyright owner in one folder, select the 'folder' option.
File Name or Folder Name	List the name of the file or the name of the folder.
Item description	Provide a brief description of what is on the file, or in the folder.
Type of Work	Identify the type of work using the drop down list provided. Copyright hinges on the type of work created (eg literary, dramatic, artistic, photograph, film or sound recording) so it is important to specify the type of content. If you are unsure of the type of work, information is available at the Australian Copyright Council website http://www.copyright.org.au/ .
Where Sourced	Write the name of the organisation, private individual or service the media was obtained from. If you got it from a web site, name the specific web site the file came from.
Source URL	Provide the web address of where the media type came from, if applicable. Try to provide a link to the actual content item (eg SLV permalink, YouTube link) rather than a generic web portal page.
Year of Creation	Year the work was created.
Year of Publication or Broadcast	Year of publication or broadcast if applicable.
Creator(s) or Author(s)	Name the original creator(s), author(s), artist(s) or performer(s) of the work. Note for particular works such as music and film there are likely to be multiple creators as these rely on authored 'underlying works'. See the Australian Copyright Council website http://www.copyright.org.au/ for more information.
Producer/ Publisher	Original producer or publisher of the work, if applicable.
Copyright owner	Current copyright owner (Include name address and contact details if written clearance has not been

	obtained). Note for particular works such as music and film there are likely to be multiple copyright owners as these rely on authored 'underlying works'. See the Australian Copyright Council website http://www.copyright.org.au/ for more information.
Original Purpose	Purpose the file was originally used for if known.
Copyright Status	Select current copyright status. To check if a work is out of copyright, refer to the 'Duration of Copyright' fact sheet on the Australian Copyright Council website http://www.copyright.org.au/ . Works which are released under Creative Commons are always clearly identified as such either at the end, or in the accompanying product information. For more information on Creative Commons licenses visit the website http://creativecommons.org/
Permission Status	Select current status of permission being sought for use. If a written release has been signed then mark as 'Granted'. (a verbal agreement is not enough)
Special Conditions	Select if special copyright clearance rules or restrictions apply.



Copyright Notes	Any general notes on copyright that do not fit in other columns.
Acknowledgement	If an acknowledgement is a requirement for usage then include any details here including the full text of any acknowledgement. If there is a requirement to use their logo then make sure a high quality full size logo or better an illustrator version of the logo has been supplied and we have clearance to use it.
Copy of Clearance Provided?	If copyright permission to use the media is required and has been granted, provide a copy of the written consent in a folder called 'clearances'. Verbal consent is not adequate clearance for copyright use.
Used in Production	Used internally if media is used in the production.
Quality	Select 'Draft' if a place holder has been provided and a better quality version of the media can be accessed later.
Production Notes	Any general notes on production usage.

