



# Guidelines for Publishing EBooks, Podcasts and Web Resources in MediXperience

## E-Books

### 1. File Format & Structure

- **Formats:** Word document or PDF.
- **Navigation:** Provide complete Table of Contents.
- **Semantics:** Apply correct heading hierarchy, sections, lists, tables.
- **Organise:** Use proper headings, sections, and a table of contents.
- **Thumbnail:** Prepare an image (jpg, 1920x1080px recommended) with a short description up to 20 words.

### 2. Licensing & Permissions

- Choose an open license (e.g., **CC BY**).
- Make sure you have permission for all images, charts, and media.
- Add a simple copyright notice and license link.

### 3. Content Quality

- Use a consistent citation style; include a references section.
- Add captions and credits for images and tables.
- Add a glossary or index if helpful.
- Mark when a different language is used.

### 4. Media & Interactive Elements

- Use common media formats (MP4 videos, MP3 audio).
- Provide captions for videos and transcripts for audio.
- Provide interactive alternatives, e.g. QR codes to websites instead of providing long URLs.

### 5. Accessibility Basics

- Provide captions for complex media/figures.
- Avoid images of text (except logos).
- Verify logical reading order.

### 6. File Size & Optimization



- Images: Use SVG/PNG/JPEG/WebP appropriate to content; compress; aim for <100–200 MB.
- Upload audio/video in a hosting platform and provide link/QR code appropriately.

## 7. Security & Privacy

- Remove personal or sensitive information.
- Use safe, working links (HTTPS).
- PDFs should not contain scripts or forms that send data.

## 8. Validation

- Check links.
- Run spelling/grammar tools.
- Perform human review.

## 9. Optional Enhancements

- Include accessible self-check questions and answer keys.

## 10. Final Submission Package

Upload the following in Dropbox: <https://www.dropbox.com/request/Te5Ksta0bw8F2z2Hkl1E>

✓ WORD/PDF file

✓ Thumbnail image

✓ [Submission Form Template](#)

✓ [Author Submission Form](#)

## Podcasts

### 1. Planning

- Decide your **episode topic** and key points.
- Recommended duration: Up to **45 minutes**.
- Prepare a short **intro** and **closing message**.
- List any links, references, or resources you want to mention.

### 2. Recording

- Record in a **quiet room** with a proper microphone.
- Avoid background noise (fans, traffic, echo).
- Keep your voice at a consistent volume and pace.



### 3. Editing

- Remove long silences, noises, or mistakes.
- Fix loud pops or uneven volume.
- Add simple transitions if needed.
- Export a clean **WAV (master)** and a final **MP3 (128–192 kbps)**.

### 4. Accessibility Preparation

- Write a **full transcript** of the episode.
- Include **speaker names** for conversations.
- **Thumbnail:** Prepare an image (jpg, 1920x1080px recommended) with a short description up to 20 words.

### 5. File Naming & Formatting

- Use clear, simple filenames:
  - seriesname\_ep01\_title.mp3
  - seriesname\_ep01\_transcript.txt
- No spaces; keep filenames lowercase.

### 6. Copyright Check

- Make sure music, effects, or images are **yours or licensed**.
- Add proper credit if needed.

### 7. Final Submission Package

Upload the following in Dropbox: <https://www.dropbox.com/request/Te5Ksta0bw8F2z2Hkl1E>

- ✓ MP3 audio file
- ✓ Transcript
- ✓ Thumbnail image
- ✓ [Submission Form Template](#)
- ✓ [Author Submission Form](#)

## Web Resources

### 1. File Format & Structure

- **Formats:** Use standard HTML, CSS, and JavaScript.
- **Navigation:** Provide simple and intuitive menu/sitemap.



- **Thumbnail:** Prepare a cover image with a short description.

## 2. Content Quality

- Use simple language.
- Check facts, spelling, and working links.
- Credit any reused content.

## 3. Media and Interactive Elements

- Optimize images and videos (small files, responsive).
- Add alt text for images.
- Include captions or transcripts for videos.
- Use readable colors and clear headings.
- Ensure keyboard navigation works.

## 4. Test Your Resource

- Check layout on phone, tablet, and computer.
- Ensure pages load quickly.
- Test buttons, forms, and interactive features.
- Review all links and content for errors.
- Use accessibility checkers.

## 5. Security and Privacy

- Remove personal or sensitive information.
- Use safe, working links (HTTPS)
- Keep your code clean and working.
- State the license (e.g., Creative Commons).

## 6. Final Submission Package

- ✓ Thumbnail image
- ✓ [Submission Form Template](#) (to include the URL/Link to the Web Resources you wish to publish)
- ✓ [Author Submission Form](#)

