

Submission Procedures:

(6/20-09)

A. Pre-Submission

Before submitting the final version of your video article you are required to submit the “**Pre-Production Review**” to the Editorial Board.

1. Pre-production Review Form
2. Outline and Written script of spoken word and graphics

B. Preparation before beginning Production

1. **Use the Content Organization Plan** to clarify your process and begin to shape your article and the process of documentation you'll use,
2. If you propose using *images of people** in your kinetic article, you must secure an “**Application for Review of Research Involving Human Subjects**” from a university/college Institutional Research Board. (IRB) Confirm that you have the most current version. Complete a draft. See appendix for more information about this process and requirements.
3. Secure written **Copyright permission** for any copyrighted materials (text, music, images etc) you plan to use. See Copyright Guidelines.
4. Use the “**Technical Checklist for Creation of Video Articles**” by Nick Erickson to guide you in the planning, documenting and editing of your article.
5. See “**Planning Considerations**” for further guidance before beginning filming.
6. Obtain informed consent and release forms from participants

C. Work with Mentor if provided by Editorial Board.

D. Article Submission:

1. Send minidv tape of video article to editorial board
2. Submit required Forms

- a. Verified completion of a **Pre-Production Review**
- b. Author's signed "**Condition of Submissions Form**"
- c. Written verification (electronic or signed hard copy) of "**Human Subject Clearance Form**" from an Institutional Research Board