

Submission Guidelines

- 1. Make three copies of the recorded audio/visual interview and transcription.**
Provide a copy to your narrator, keep one for yourself, and make one for the project.
- 2. Transfer the interview to a CD or DVD and clearly label all items.**
.wav or .mp3 format or tape cassettes for audio recordings and MiniDV, DVAM, DVPRO, highest quality MPEG-2 on CD/DVD, format for video recordings are acceptable. Label all files:
Narratorfirstname.Narratorlastname.month.year.doc/wav/etc.
ex: MohiniKarnani.interview.Sept.2010.doc
- 3. If completing a transcript, please include both a hard and soft copy.** Include the soft copy in an editable text file such as .doc, .docx, .txt format on the same CD, DVD as the audio interview if possible.
- 4. Make copies of and clearly label any other documents** (photographs, news clippings, letters, diaries, mementos, etc.) **you are submitting. Transfer all digital photographs/scans to a CD of DVD** (the same one as before if there is sufficient space). Label all media with a marker. Ballpoint pen easily rubs off. Include the following info: Interviewer's Name, Narrator's Name, Date, Location, and Length.
- 5. Ensure that all three required forms are completed with signatures and included in your submission.**

Submission Packet Checklist

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|--|--------------------------|
| 1. Labeled Recording | <input type="checkbox"/> |
| 2. Narrator Photograph | <input type="checkbox"/> |
| 3 Original Completed Forms (Pre-Int, Deed of Gift, Post-Int) | <input type="checkbox"/> |
| 4. Supplementary Documents – photos, letters, news clippings, etc. (Optional) | <input type="checkbox"/> |
| 5. Transcription of Interview (Optional) | <input type="checkbox"/> |

Using a reliable postal service, send submissions to:

Mailing Address:

Sindhi Voices Project 1440 Country Ridge Drive DeSoto, TX, USA 75115	OR	Sindhi Voices Project 1,Engineers Enclave Pitam Pura Road no. 44, near Madhuban Chowk. Delhi, India 110034	OR	Sindhi Voices Project F-13, Off Khyaban e Jami Block 9 Clifton, Karachi, Pakistan
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Email: sindhivoicesproject@gmail.com

If you would like confirmation of receipt of materials, please include your email address on the consent form. If an email address is not available, please list your phone number.

**THANK YOU FOR PARTICIPATING AND HELPING MAKE
THE SINDHI VOICES PROJECT A SUCCESS!!**