

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

Using a reliable postal service, send submissions to:

#### **Mailing Address:**

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