

## STiLE Video Guidelines

Please note, we strongly suggest that any author planning to submit a video submission first submits a full transcript for the review process so that any changes in core content can be made before the work of video production. If you plan to take this step, please include the word **TRANSCRIPT** in the file name so that the Editors are aware of your intention.

### Length

<b>Video abstract</b>	Requirement: 30 seconds (up to 90 seconds for long pieces)
<b>Articles</b>	Suggested Guideline: Video/audio should not exceed 15 minutes
<b>Reviews</b>	Suggested Guideline: Video/audio should not exceed 10 minutes
<b>Reflection (a): Critical Reflection and Projection</b>	Suggested Guideline: Video/audio could be up to 15 minutes
<b>Reflections (b): Scholarly Squibs/Stories/Takeaways</b>	Suggested Guideline: Short video/audio (up to 4 minutes)
<b>Plug &amp; Play</b>	Requirement: Submissions should be no longer than 5 minutes

### Format

- Please submit videos in MP4 format

### File Size

- File size should not exceed 1GB

### Aspect Ratio

- Recommended aspect ratio = 16:9

## Resolution

- High Definition (HD) video at either 1920x1080 or 1280x720
- In order to ensure acceptable video quality, please provide the video abstract with high resolution not less than 1920 x 1080 pixels

## Video abstract

STiLE would like contributors to 'speak'/deliver their abstract via videos. The only difference is the method of presentation. For full-length papers, the content of the video abstract should resemble a written abstract in conventional journals. For other types of scholarship, we have provided some suggestions for abstract content:

1. What is already known and/or already exists on the topic/Why is this important?
2. What this scholarship submission adds to what we know/have/the discussion
3. Specific implication(s) and/or application(s) to teaching and learning

Finally, try and close the video in a way that encourages readers to move from the video abstract to your contribution.

*What should the video abstract look like?*

There are 3 options:

1	Basic PowerPoint Video	<ul style="list-style-type: none"> <li>• A slide show of 3 to 6 slides</li> </ul>
2	Talking Head Video	<ul style="list-style-type: none"> <li>• Focus is on the author and may include captions</li> <li>• Should include a virtual background with STiLE logo, which can be downloaded <a href="#">here</a>.</li> </ul>
3	Other	<ul style="list-style-type: none"> <li>• Other creative video made by the contributors themselves, which can be animation, diagrams, etc.</li> </ul>

What are the advantages for each option?

- All options feature multimodality
- Option 1 is easy to make.
- Option 2 allows viewers to 'meet' the contributors.
- Option 3 promotes creativity.

If you have access to a Zoom account, we recommend Option 2. This is an easy way to record your video abstract by using a webcam and to embed the STiLE virtual background. For instructions on how to do this, visit the [Zoom Support website](#).

### Scholarship Video Contribution

- Make sure that the video aligns with the expectations for the category you are submitting to.
- The video does not require professional editing, fancy design or background music. The only requirement is clarity of speech against a quiet backdrop. English subtitles are also preferred in the video, for all video submissions including English-medium.
- Contributors are free to decide whether they want to show their faces in the video. If a contributor prefers not to appear on camera, they can simply show materials relevant to their work on screen.

### Stylistic Suggestions

- We suggest that you write out a script to work from instead of speaking in free form.
- If you're using cue-cards or reading from a monitor, place them at eye level behind the camera so that you can read them whilst maintaining natural eye-contact with the viewer.
- Use a tripod or ensure that the camera or recording device is placed on a flat surface to avoid shaking.
- Sound: Make sure that the sound quality is clear and easy to understand. Avoid background noise and ensure that the volume is consistent throughout the video.
- Lighting: Ensure that the lighting is sufficient to clearly see all the elements in the video. Avoid harsh shadows and backlighting.

- Quality control: It is recommended that you have someone else review your submission for quality control before submitting it.
- Practice beforehand and consider doing multiple takes to ensure that you are happy with the final product.

## Storyboard Suggestions

We recommend drafting a storyboard before creating your video contribution. The following guidelines for developing a storyboard will help ensure that your video contribution meets the expectations of STiLE and effectively communicates your ideas. By creating a storyboard before the video, you can make changes or adjustments more easily and efficiently, rather than having to redo shots or scenes that have already been filmed.

1. Begin by considering the category of the contribution: articles, reviews, reflections, or plug and play. Make sure that the content aligns with the category and the expectations for each category. Also bear in mind that by definition, scholarship work is motivated by a question or topic that directly relates to teaching and/or learning.
2. Create a script or a written outline of the video. This should include all the key points that the video will cover, as well as the structure of the video. It should also include any dialogue or narration that will be included.
3. Create a visual representation of the video by sketching out the key scenes and shots that will be included. This should include any text, images, or graphics that will be used in the video.
4. Determine the timing and length of each shot. This will help ensure that the video is the appropriate length and that the pacing is appropriate.
5. Review and revise the storyboard as needed. Make sure that the video aligns with the goals and objectives of STiLE and that it is clear, concise, and visually engaging.
6. Once the storyboard is finalized, it can be used to guide the production of the video. This includes the filming, editing, and post-production processes.