

The Asia-Pacific Scholar

Guidelines for Multimedia Article (MA)

A short video/animation of not more than 7 minutes elaborating the scholarly work that you have embarked on. It could be:

A) Explaining your work, highlighting the key findings and the main conclusion(s) using a video format.

B) An introduction to an article which you have published in TAPS, where the author(s) highlight the key findings and the main conclusion(s) using a video format.

C) An introduction to an article which you have published in other journals, where the author(s) highlight the key findings and the main conclusion(s) using a video format. However, it is mandatory that written permission must be obtained from the journal publisher.

Interested authors are welcome to write in to enquire at tapsenquiry@nus.edu.sg.

Guide to Authors

- Either in main text or a separate page/template.
- The author(s) must provide a clear narration of the visual content. Small text to be omitted as it will make reading difficult.
- Authors will have to obtain the appropriate permissions from the publisher if any images from previously published papers appear in the videos. **DO NOT** include other copyrighted images, sounds or music.
- Videos should be uploaded to YouTube and not other video hosting services, nor as files sent directly to TAPS.
- A transcript to the video must be provided for accessibility requirements.
- Do include a direct link to your paper if it's already published, or add this detail later when your article is published.
- All video abstracts will be evaluated for quality and relevance.
- TAPS reserves the right not to publish the video abstract if the criteria above are not met.

Multimedia specifications

Below is the list of formats acceptable for TAPS journal.

Format	Extension	Details
MP4	MP4	Preferred video format; H.264+AAC, max target 720p
MPG	MPG	MPEG-1 or MPEG-2 format required; highest possible quality required
Apple QuickTime	MOV	Refer https://support.apple.com/downloads/quicktime
Microsoft Audio/Video Interleave	AVI	Refer https://docs.microsoft.com/en-us/windows/win32/directshow/capturing-video-to-an-avi-file

Multimedia specifications guideline

- Frame rate: 25–30 frames per second
- Video codec: H.264 (+AAC) preferred
- Aspect ratio: 16:9 or 4:3, square pixels, deinterlaced
- Key frame: at least every six seconds
- Video bitrate: 480–2672 kbps
- Audio bitrate: 16-bit AAC audio at a sampling frequency of 44.1 kHz
- Bitrate of 192 kbps
- Maximum file size: One single file with maximum 150 MB
- Video Bit rate: at least 260 kbps (750 kbps preferred)
- Recommended frame size: 320 × 240 pixels
- Duration: no more than 7 minutes

Tips for making a Multimedia Article

- Use a tripod to stabilise your video.
- Use enough light during recording (avoid any bright light coming from behind the person being interviewed (windows, sunlight)).
- Speaker should not stand too close to walls to avoid shadow and possible echo effects.
- Speak clearly and loudly enough for recording. Use of a microphone is recommended, but do not place it too close to your mouth to avoid breathing noises.
- Clearly state the names of the spokespersons and provide titles etc.
- Do not carry out your recording near construction site or on rainy days to avoid background noise.
- Edit your video to improve the recording. You can make use of software such as Adobe Premiere Elements, Windows Movie Maker, iMovie, Final Cut Pro, Cinelerra and others.
- For slides conversion, you can use Microsoft Mix, Camtasia, Adobe Captivate, TechSmith Snagit and others.

Instruction for author to submit and reviewer process:

1. Authors send **View Only** link to video from your own NUS nBox / Google Drive / Dropbox / YouTube.
2. TAPS Editorial Office admin will check criteria of video fit and invite reviewer to review the video.
3. Reviewer(s) will go to link to review (have to be internal reviewers because granting a specified reviewer the view access will reveal identity of reviewer).
4. Revisions, if any, will be made known to authors for further amendment.
5. Once revised video is accepted, authors will be informed to **grant View and Edit access**.
6. Admin will download video and upload the video to TAPS YouTube channel and CenMED Scholar.
7. Journal coordinator will include the link in TAPS electronic copy.