



EBSCO Information Services

## SUBMISSION GUIDELINES FOR VIDEOS

The information below is intended to outline some common preferred content criteria and delivery methods in order to send electronic data to EBSCO Information Services to be used on video products. These guidelines describe our preferred and required data formats and delivery methods. Following the guidelines outlined below will improve the customer experience as well as processing time and quality.

### DELIVERY METHODS

- You may submit files to EBSCO in the following ways:
  - **API, RSS, or other web services** (preferred)
    - If using this method, please provide all accompanying documentation, including access links and authentication information.
  - **FTP** (EBSCO will provide access credentials)
  - **Hard Drive shipment** (EBSCO can provide a hard drive for this purpose, if needed)
- **File structure:** When preparing deliveries, please create a separate folder for each content type that you are delivering (videos, metadata, transcripts, and closed captions)

### CONTENT REQUIREMENTS SUMMARY

Video file deliveries should include the following content types:

- **Video files** (required)
- **Metadata files** (required)
- **Transcript files** (if available)

### SPECIFICATIONS FOR VIDEO FILES

Accepted video formats (in order of preference):

- MP4, avi, flv, m4v, mov, mpeg, rm, wmv

Please note that we **cannot** accept the following formats:

- HDcam tape, ProRes HQ, DVD, VHS tapes or film reels

### SPECIFICATIONS FOR METADATA FILES

Metadata can be submitted in the following formats:

- **XML or other standard structured** file (strongly preferred)
- **EBSCO-provided Excel metadata** template

Minimum metadata fields. Each video must have these minimum fields:



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- Unique Identifier
- Title
- Publication date
- Video file name for matching purposes

## SPECIFICATIONS FOR TRANSCRIPT FILES

- Please submit 1 transcript file per video file. (Required.)
- Content of transcript files should only include spoken word from the associated video. **Please do not include any headings, titles, or other formatting other than spoken word.**
- Transcript files should be named with the unique ID, or otherwise referenced in the metadata
- Accepted transcript file formats:
  - .txt Plain text (preferred), UTF-8 encoded
  - .csv
- **Please Note:** We **cannot** accept Microsoft Word .doc or .docx, or PDF formats.