



## Audiobook Submission Guidelines

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### **Change History**

Natalie Jones 2.0	02/1/2011
Jeanne Sanviti-Masher 2.1	10/7/2011
Jeanne Sanviti-Masher 2.1.1	10/17/2012
Jeanne Sanviti-Masher 2.1.2	06/12/2013
Jeanne Sanviti-Masher 2.2	11/15/2013

# **Audiobook Submission Guidelines**

**Note: Please refrain from submitting abridged content.**

## **1.1 An audiobook submission should contain the following for each title:**

- Audio files
- Cover Image
- Metadata record (more than 1 record may be submitted per spreadsheet)

## **1.2 Audiobook File Organization and Naming Conventions**

If files are delivered to EBSCO via FTP (preferred), we request that you organize your content as follows. There should be one book directory for every title.

Directory Naming Convention:

Audiobook Directory Name <ISBN> **or** <Title\_ISBN >

Ex: 978XXXXXXXXXX **or** Wind\_in\_the\_Willows\_978XXXXXXXXXX

Audiobook Files/Tracks Naming Convention (use a naming convention that will compile them in the correct order.

Track File Name <ISBN **and/or** Title>\_<3 digit track#>\_<part/section>\_<Chapter>.extension

Example: 978XXXXXXXXXX\_001\_Pt1\_Ch1.mp3

Cover Image Naming Convention

Cover file Name <ISBN **and/or** Title>.extension

Example: 978XXXXXXXXXX.jpg or Wind\_in\_the\_willows\_ISBN.jpg

## **1.3 Incoming Audio File Formats and Specifications**

Source audio files/tracks may be delivered in the following formats. We recommend that audio book files be organized as described in section 1.2 if they are provided electronically. EBSCO adds functionality to the finished audio files and therefore requires that files be delivered in a disaggregated state. Audiobooks that live as a single audio file may not be useable by EBSCO depending on their length. Please consult your Publisher Content Management Specialist with questions.

**Format Recommended: MP3 @ 160 kbps or greater data rate (sample rate and bit depth below)**

Accepted: WMA (160 kbps or greater data rate); WAV; AIFF

**Sampling Rate:** 44.1 kHz

**Bit Depth:** 16 Bit Audio

**Data Speed:** 160 (or greater) kbps. Preferred is 256 kbps.

**Channels:** Stereo or Mono (mono files are converted to 2-channel mono)

**File Size:** Our system has processing limitations based on file size. Ideally, we request that individual tracks are less than 80,000 KB (~80 MB)

## 1.4 Delivery Method

File and metadata transmission via File Transfer Protocol (FTP) is our preferred delivery method: you'll be given login credentials to access your directory on our FTP. However, if delivery via FTP is not possible, please contact your Specialist from our Publisher Content Management department for delivery options.

## 1.5 Metadata

EBSCO requires that audiobook metadata be supplied in Excel format. To ensure quick processing and data accuracy, please submit title-level metadata on EBSCO's audiobook metadata template for each title or group of titles.

### 1.5.1 Metadata Spreadsheet

EBSCO requires basic metadata in order to begin processing an audiobook. The required information includes: *Title, Author, Narrator, ISBN, Publication Year, Price, Territory Rights, DRM status and Edition* (i.e. "unabridged"). In addition, we strongly suggest these additional fields to enhance the end user experience: *Subject Area, Book Summary and Audience*. Metadata should arrive before or with the corresponding audio tracks and image files in order to ensure timely processing. Metadata submitted on the EBSCO formatted Excel template will further expedite processing. Multiple titles may be submitted on one sheet.

## 1.6 Cover Art

### Recommended Image Format: JPG

Accepted file formats: gif, tiff, pdf, eps, png

**Recommended Size and Resolution:** 1200 pixels wide by the proportional height; 150 dpi; RGB mode

Minimum requirements: 250 pixels wide (assuming portrait orientation); 72 dpi

Please note that images within our required guidelines, but illegible or otherwise lacking visual quality, will be returned for replacement or candidate for EBSCO's generic cover image.

For marketing display purposes, EBSCO requires that a front cover image for each audio book be included in your audio book submission. If a back cover is included, it may be used for cataloging purposes, but will not be displayed on eHost. The cover art file should be organized with its respective audio track files.

## 1.7 Security and Rights Protection

Upon transmission or delivery of files to EBSCO, publishers shall not encrypt or password-protect their files in any way. In such cases, we will request security/encryption-free replacement files. Should there be a need for protection along these lines; please contact your Publisher Content Management Specialist to discuss special arrangements.