

# Open-ESL.org Sandbox Content Submission Form

## Field by Field Instructions

3-April-2014

**Important note about search fields- Current functionality only supports searching by category. The other items will be crucial for future searching capability.**

	Field	Instructions
1	Submitter Name (required)	Your first and last name
2	Submitter email address (required)	Email address where Open-ESL.org can contact you. This address will not be published or made available to other parties.
3	Content name (required)	The title for your work. Examples: "Present Perfect Exercise #4", "Dictation: Grocery Shopping" The name does not have to be unique, but it is recommended that the name be generally descriptive.
4	Base Filename (required)	All files that are part of this particular content need to share the same base name. For example if the base name is "Dictation03", your content files would be named Dictation03.pdf, Dictation03.mp3, Dictation03.zip etc. Keep your base filename to 30 characters or less for maximum system compatibility. Use only Alpha-numeric characters, and the "_" character. Filenames are "case sensitive"- that means that an uppercase "A" is different than the lowercase "a".
5	Identification number / label	It can be useful to create a unique identifier for content that you submit. An example might be "XT00123". You can put the identifier in a discrete spot on printed documents. This can aid you or other users who want to retrieve the exact content from this site. There may be many documents with the title "Verb Worksheet", but there should be a single document XT00123. Searching by this field is not yet supported, but it will be in the future. In the future we will also supply a tool to help create unique numbers/IDs.
	Content objects	In this section you will identify what object types are included with the submission

6	Text document	<p>There can be only one text document included. It can, however have multiple sections. Users can choose to print out all or just a part of the document, as needed. The document must be provided as a PDF file for sharing. Unless “derivative” works (modified versions) are prohibited, you should also supply a source document. That should be in either MS-Word format (.doc / .docx) or OpenDocument format (.odt)</p>
7	Audio content	<p>Indicate the number of audio files you will include. Audio files need to be submitted in MP3 format with an extension of “.mp3”.</p> <p>The online “Preview” function will also require WAV and OGG versions. If you already have those, please submit as well. Otherwise they will be generated for you. If you have the capability, it is a good idea to utilize the file’s “id3” tags to internally identify the track. (If you don’t know what this means, or don’t have the ability- don’t worry about it)</p> <p>Some systems display the track name etc. from those tags. This is also a good place to put credit information and the identification number if you have established one.</p> <p>Note that you can submit up to 5 MP3 files as part of the content. If more than one file is submitted, the base name for each should have “_” + number added. For example: FurnitureDictation_1.mp3, FurnitureDictation_2.mp3, etc.</p> <p>Multiple files allow you to provide features such as a “slower” version etc.</p>
8	Video content	<p>Not yet supported. Standard development underway.</p>

9	Web content	<p>Be sure that any web content you create is completely “stand-alone”. That is, it should not be include, or be dependent on, external links. I can however, be dependent on browser plug-ins such as Flash or Java.</p> <p>Archive the entire set of files needed into a compressed “zip” file. There should be either a home.html or index.html file in the top directory. You can submit multiple web content zip files, with the same naming requirement as outlined in the “Audio content” section. For the web, you may consider doing this to provide both HTML5 and Flash versions.</p>
10	Content category (required)	<p>This section provides the first building block of search capabilities. Choose one or more category that seems appropriate for your content.</p>
11	SPL Level (required)	<p>Provide an idea of what SPL levels may benefit from the content. You may choose multiple levels. If you don’t know what level applies, choose “Not Specified”.</p>
12	Search keys (optional)	<p>Words or word combinations that can be searched to help users locate your material. Examples might include grammar topics addressed, life-topic included, etc.</p>
13	Date of content (optional)	<p>If date not supplied, current date will be assumed.</p>
14	Content source (required)	<p>Where did the material come from? In most cases this will either be material you created, or sharable materials you found on an Internet site. If it is an Internet site explain whose site it is, and provide the URL of the specific page where you got the materials. For Internet materials it is also customary to indicate the date you got the materials, since sites do change from time to time.</p>

<p>15</p>	<p>Credits (required)</p>	<p>Sometimes this is the same as the “source”, but sometimes it is an expanded list of creative authors. For example, the source of the material may have been purely text, but you have added a recording, so you should credit the voice in the audio. Also, if you have edited or adapted the work referenced in item 14, this is where you should mention it.</p> <p>In some cases, you may not have any information more specific than what was referenced in item 14.</p> <p>Providing credits is important for two reasons. First and foremost, we want to recognize the creative force behind any content. This is courteous. But also, the credit information will ultimately become part of the indexing / search information. A user may find that they really like works where “X” is the voice or that were written by “Y”. So they may want to add that information to their search so that it will bring back favorable materials.</p>
<p>16</p>	<p>Terms of use (required)</p> <p>A glossary of symbols</p> <p>No copyright (public domain)</p>   <p>Creative Commons (Author retains some rights but has clearly indicated that the work may be reused.)</p> 	<p>This site operates from the United States and our goal is to follow U.S. copyright law. It is important to respect any intellectual property rights held for various materials.</p> <p>We want users of this site to feel safe that the materials they download can be freely used.</p> <p>If material you encounter comes from a web site, you need to begin with the assumption that it is copyrighted, and that its terms of use do not allow us to post it on this site. There are a huge number of Internet sites that allow use without cost, but whose terms of use require that the material remain on that site. Look for any explicit site language mentioning terms of use.</p> <p>The other thing to look for is the presence of any icon or symbol included within the material that indicates it is freely usable.</p>