

TheJournal Audio Recording Project

Summary. February 11, 2025

1. Where to go to see which of theJournal Issues have been recorded
2. How to select theJournal you wish to record
3. How to submit recorded material
4. Time Allotment: allow an hour or two for recording

Procedure

- a. Open this link <https://slaafws.org/thejournal/>
- b. Click on "With Streaming Audio" box - this will show all issues which have already : recorded - no need to select any of these!
- c. Select any of the other journals which do not have audio recordings posted
- d. Contact the CJC using the link which says "Connect Contact the....or the CJC!"
- e. Let us know which issue of theJournal you wish to record. Then please wait for a response. Someone may have already selected that issue, and we don't want to waste your time duplicating efforts. If theJournal issue you selected has already been chosen, we will ask you to record another issue instead. When we reply with a "yes", we will record your offer to record in our log.
- f. WHEN RECORDING
 - a. Please record the entire issue from the Preamble through the last page. Leave out "Table of Contents"; all legalese; events; procedural journal info, etc..
 - b. be aware of ambient noises (traffic, household sounds, animals, etc..)
 - c. Be aware of whether you stumble over words, are rushing your speech, etc. If you notice any of these, please re-record.
 - d. Please listen to your recording to check for any sounds mentioned in b.
 - e. It might be helpful to read theJournal issue first for you to get familiar with the content.
 - f. Recording in different sessions may be optimal over attempting a "perfect" recording in one take.
 - g. When you save the files, please save them with the journal issue followed by an a, b, c, etc in order of the publication. eg 114a, 114b, 114c
 - h. Submit recordings to Journal Editor (as your service provider allows in regards file size). Use this link in theJournal webpage **Connect Contact the Journal Editor**

Thank you so much for your service in helping us get this project completed!

In love, and service, Gregory J CJC Chair