ukiyoto®

# Audio Recording Guidelines

Authors or Voice Over Artists are required to follow the guidelines below for recording audio and producing the best quality output. Your file would undergo further processes of noise cleaning and making it at par with commercial required standards thereafter.

## Audio File Structure and Format

• Chapters, credits, and any introductions must be standalone files no longer than 120 minutes each. If the book has no chapters, split into segments of 30-120 minutes each.

• Each chapter must be in the proper order and should start with a verbal indication that it is a new chapter (such as the chapter number or the name of the chapter)

• **Opening credits** must be included and include only the title and author/narrator names. The opening credits cannot include any additional information or narration. The details should match exactly the provided metadata and details on the cover art which we need to create (using the exact same names across all 3). All narrators must be credited.

   • Recommend the following structure: **[Title], Written by [Author Name], Narrated by [Narrator Name]**

• **Closing credits** must be included, and must reference the completion of the book (e.g. "the end"). Optionally, you may include the title, author/narrator names, copyright info, etc.

   • Recommend the following structure: **This has been [Title], Written by [Author Name], Narrated by [Narrator Name], Copyright [Year of Manuscript and Name of Rights Holder - Ukiyoto Publishing], Production Copyright [Year of Audiobook Production] by [Rights Holder - Ukiyoto Studios]**

• All additional introductions (preface, author's notes) should be separate files, with appropriate verbal headings, all of which should be loaded to the "Front Matter" section of the audio page.

• Audiobook sample must be shorter than 5 minutes and may not contain music, audiobook credits, or explicit contents

• All files need to saved with the proper file name in .mp3 format only. For example, Chapter1.mp3, Closing Credits.mp3 and so on

- Do not record more than 3 audio files per Chapter

- Do not place long breaks or have extended silence even before starting and ending of chapters

- Do not have the sound of your breadth, click of the mouse, typing or any other similar sort of sound during your recording

- You are free to have someone else do the reading for you in case you are not comfortable to read yourself. Mention the name of the narrator in Opening credits in this case.

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## Parameters to check

- Record your voice with absolute silence in the background - you may record in the middle of the night or early morning as you deem comfortable

- If you are using a head-mic, do not press your lips or get close to the mic to avoid erroneous sounds

- Dramatise with dialogues but do not over-react and be natural

- Do not give fake accent and be original

- Be absolutely loud and clear. If this requires you to record the same line several times, kindly do so till you get the best result.

- Single person should record the entire story to have same tone and consistency

- Do not record with soar throat

- If you have recorded a chapter in more than one straight reading, name the files as Chapter 1 Part1.mp3, Chapter 1 Part 2.mp3 and so on

- If have any doubt, write to us and clarify before proceeding further and getting an erroneous output

**Before you start recording for the first time we suggest you send us a 2min sample of your reading so that we can check the voice, volume and the setting and let you know to proceed further.**

**Email: publishing@ukiyoto.com**