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Supplementary data guidelines for authors

Please note that data supplements are permanent records just like the articles themselves – ie, they may not be altered after they have gone live (been published) on SJO.

The file sizes should be kept as small as possible, as large files will deter some users. Although there are no size restrictions, aim for something between 1 MB to 10 MB, where possible.

File formats

General:

- Any standard MS office format (Word, Excel, Powerpoint, Project, Access, etc.)
- PDF

Graphics:

- GIF
- TIF (or TIFF)
- EPS
- PNG
- JPG (or JPEG)
- BMP
- PS (postscript)

Embedded graphics (i.e. a GIF pasted into a Word file) are also acceptable.

Audio:

- MP3
- AAC
- WMA
- .WAV
- SPHERE
- TIMIT

Video:

- Quicktime
- MPEG
- AVI

All video clips must be created with commonly-used codecs, and the codec used should be noted in the supplementary material legend. Video files should be tested for playback before submission, preferably on computers not used for its creation, to check for any compatibility issues.

SAGE will not host codec files, or be responsible for supporting video supplementary material where the codec used is non-standard.

Tip for reducing video file size: H.246 codec

A codec (compression-decompression program) called H.246 comes with the Apple QuickTime Pro upgrade to QuickTime 7 (the Pro upgrade costs \$30 but QuickTime 7 itself is free) <http://www.apple.com/quicktime/download/win.html>. One journal reported that they created a 2MB video from a 210MB file using the H.246 codec.

Like any codec, this one manages small file sizes through losses in compression (and therefore potentially in image quality). Therefore, if you choose to use the H.264 codec, you should check the settings to make sure you have set the compression at the level you are comfortable with. However, H.246 appears to be quite effective even with HD video.

See more information here: <http://www.apple.com/quicktime/technologies/h264/>