

## Multimedios Guidelines

This section is designed to feature a visual and/or multimedia approach to the specific topic of an issue from the viewpoint of an artist, activist, or collective. Each presentation, or multimedios, is assembled into a structure similar to individual mini-websites and includes and combines a variety of media formats. The multimedios section consists of a maximum of three presentations. To see examples of past artist presentations go to: <http://hemisphericinstitute.org/hemi/en/e-misferica>

Each presentation should include:

- An introduction (400 words max) written by the guest editors or commissioned to someone specializing in the work of the artist, activist, or collective in question. It should contextualize the work presented in the multimedios and its relevance to the issue's theme);
- a biography (200 words max)
- a statement of purpose (300 words max);
- a selection of the following materials:
- a short essay (1,300 words max), written by a specialist on the work of the artist, activist, or collective in question, on the central themes of the work presented in the multimedios;
- up to 4 video clip(s) made by the artist, activist, or collective;
- up to 4 audio clip(s);
- a brief interview(s), in text and/or audio form;
- performance documentation (photos, short texts, correspondence, etc.)

Editors select the work included in a multimedios with the assistance of the specialist commissioned to “curate” it. In most cases, the editors and/or the “curator” are also assigned the task of preparing the introductory texts for each presentation. The *e-misférica* editorial team will translate the introduction to the other two languages of the journal. We appreciate when presenters provide their own translations of any of the material included in the multimedios.

The editors, the “curator,” or the artists/activist themselves should assign a title to each presentation such as *Putis es Perú* or Giuseppe Campezano – *El museo travesti*.

**Specifications and Formatting:** Each presentation has a limit of 4 sound and/or video clips (of up to 10 minutes each).

### ***Photographs***

- Images should have a *minimum* resolution of width or height = 6 inches @ 300 ppi.

- All should be saved in JPEG format.
- Images should be accompanied by a separate document in word format that contains the names of each image and all information that could be pertinent: who took the picture, where was it taken, what event does it represent, etc. The photos should also include a description or short commentary (captions).
- If the images will be grouped into a slide show presentation, please include the order and name of each file (for example: photo1.jpeg, photo2.jpeg, etc.)
- If they are sent by email, the files should be zipped and the size of every attachment should be limited to 10 MB.

### ***Video***

- Each presentation should have a maximum of 4 video clips.
- Each clip should last no more than 10 minutes.
- To send videos:
  - Please use an FTP service such as yousendit.com or send them in CDs.
  - We will not accept DVDs organized by chapters, only DVDs of data.
- We prefer the mpeg4 format for video, ideally in Quicktime movie and h264/mpeg4 compression. For information about this format go to: <http://en.wikipedia.org/wiki/MPEG-4>.

### **Audio**

- Each presentation should have a maximum of 4 audio clips.
- Each clip should last no more than 10 minutes.
- Please send audio clips in an mp3 format (by email or on a CD).
- Please provide all pertinent information about the clips in a separate document (word format), including the names of each clip and all of the corresponding information (title, date, and name of where it was recorded, and other relevant information). You can also include a brief description or commentary on the clips.

### **Permission to Publish**

All of the materials should be sent with the permission to publish. We request that each author sign the Contributor's Agreement for the Hemispheric Institute. We must secure the written permission of the authors/creators of all accompanying material as well (photos, videos, etc.).

Please send all materials to *hemi.ejournal@nyu.edu*. Indicate in the subject of your email the name of the presentation to which the material corresponds.

Do not hesitate to write to us with any further questions.