

R2 Studios Podcast

Mars Upload Instructions

Individual podcast episodes

Ensure you have the files & information that you need

Podcast episodes are uploaded as individual MARS objects into the collection for their respective show.

You should have the following files to upload:

- Finalized transcript as a plain text file (txt);
- The album art or special image *for that episode*, if one exists (jpg or png);
- A pdf of the show notes saved from the show website (pdf);
- Audio file of the final released episode (mp3 or other audio format)

You will also need the metadata for the episode. This may have been collected when the show was released.

- Episode Title
- Season number
- Episode number
- Date of publication
- Keywords
- Abstract: summary paragraph (usually the first paragraph on the show notes or the episode summary)
- Credits
- DOI
- Original URL of episode show notes

Navigate to the right collection and begin submission

- 1) Log into mars.gmu.edu
- 2) From the list of “Communities in MARS” navigate to
 - a) “Centers and Institutes”
 - b) “Roy Rosenzweig Center for History and New Media”
 - c) “R2 Studios”
 - d) Relevant collection (same name as show)
- 3) From the digital collection, select the option to “Submit a new item to this collection”

Submission metadata

Use the pre-generated information.

If at any point you need to take a break, “Save & Exit” will let you keep working on it later, otherwise the “Next” button will let you continue

- 1) Use the “Lookup and add” button to look for the authors; if the authors are not already in the system, then enter the names manually and add. Use the credits as a source for this part.
 - a) Include producers
 - b) Guests
 - c) Musicians playing original music
 - d) Voice actors are *not* included.
- 2) Enter the **title** of the episode
- 3) Enter the **date** that the episode was *first* released
- 4) Enter the publisher as “Roy Rosenzweig Center for History and New Media”
- 5) For “Identifier,” add the podcast DOI. If you do not have the DOI or know it, ask a senior staff member for help.
 - a) Also add the URL as an identifier (under the category URI)
- 6) For the **type**, select “project”
- 7) Language will usually be English (US)
- 8) For Subject Keywords:
 - a) Always include “digital history” and “podcast”
 - b) Use keywords or tags from the episode’s metadata (may have been part of the WordPress post?)
- 9) Use “Abstracts” for:
 - a) the episode season & number
 - b) The episode summary,
 - c) the full text of the credits (as copied from the show notes),
 - d) the original url of the show notes/episode page.
- 10) “Sponsors” is where you should put any information about grant funding
- 11) “Description” is where you should put information about the files: ex “The transcription is a full transcript of the audio.”
- 12) Nothing needs to be embargoed.

Submission files

Every file should be clearly described, because they will just show up as blank icons when someone looks at the MARS record.

- 1) Upload the media audio file and describe it as “Full episode audio, [runtime]”
- 2) Describe the transcript as “Full transcript”
- 3) Upload & describe the cover art as “
- 4) Upload & describe the show notes as “PDF of original show notes webpage.”

Final steps

- 1) You will have a chance to review what you've written (Review)
- 2) License:
 - a) All material created by RRCHNM can be released Creative Commons Non-Commercial ShareAlike.
 - b) Everything else should be submitted under "No Creative Commons License". (CC License). If you have any questions about content, ask the head of sustainability or the head of R2 studios
- 3) You will then click a button to agree that MARS can upload and display these files (License)
- 4) Finally, you will have one last chance to look everything over (Complete)
- 5) Librarians will review our uploads before they are published.

Tracking

Note

If you Save & Exit MARS at any point in this process, you can pick up where you left off using the "Submissions" button on the right hand side of the page (under the "Profile" button) and see you list of in-progress submissions and/or delete anything that you accidentally created and didn't mean to make.

Podcast show sites

Once a show has wrapped, we will archive the entire site using webscraping tools. Each site should have WARC, CDX, and some html & css files.

Confirm ready for upload

Before beginning, please unzip the folder of website files, open the index folder in your browser, and navigate through the site to confirm that all expected content is present. If something doesn't work on your local copy, please confirm it is also broken on the server and not a failed wget.

Also please double-check the metadata and make sure it matches what you're seeing on the site.

Once you've double-checked the site, follow the instructions below.

Navigate to the right collection and begin submission

- 6) Log into mars.gmu.edu
- 7) From the list of “Communities in MARS” navigate to
 - a) “Centers and Institutes”
 - b) “Roy Rosenzweig Center for History and New Media”
 - c) R2 studios
 - d) Collection for the podcast
- 8) From the digital collection, select the option to “Submit a new item to this collection”

Submission metadata

- 9) Use the “Lookup and add” button to look for the authors; if the authors are not already in the system, then enter the names manually and add
 - a) These should be the producers of the podcast over its run.
 - b) Do NOT include guests
- 10) Enter the title of the podcast
- 11) Enter the date that the final episode aired.
 - a) Note: If there’s a date range, choose the latest possible date for the item and indicate the date range in the abstract (step 13 below)
- 12) Enter the publisher as “R2 Studios, Roy Rosenzweig Center for History and New Media”
- 13) Add the URL as an identifier
- 14) For the type, select Project
- 15) Language will usually be English (US)
- 16) If you need to take a break, “Save & Exit” will let you keep working on it later, otherwise the “Next” button will let you continue
- 17) For describe, use whatever keywords make the most sense to you, but include “digital history” and “podcast”
- 18) “Abstracts” is where you should put in the description paragraph, the full run period of the show (first episode to last episode), number of seasons, and the former URL.
- 19) “Sponsors” is where you should put any information about grant funding
- 20) “Description” is where you should put any information about the files, e.g. “The WARC file must be opened using a program like Webrecorder.io. The ZIP contains a static version of the website.”
- 21) Nothing needs to be embargoed

Submission files

- 22) Upload the screenshot tiffs with descriptions like “Landing page screenshot” or “About page screenshot.”
- 23) Upload the WARC file with descriptions like “Website WARC file”
- 24) Upload the CDX file with descriptions like “Website CDX file”

25) The HTML and CSS files for the websites will be *numerous*. Go to the Google Drive and ZIP them together so that you have the entire website in a single file. Upload this file with a description like "Zipped website files"

Final steps

- 26) You will have a chance to review what you've written (Review)
- 27) Websites that are entirely owned by RRCHNM and do not contain any copyrighted images/media can be released Creative Commons Non-Commercial ShareAlike. Everything else should be submitted under "No Creative Commons License". (CC License). If you have any questions about a site, feel free to email me about it.
- 28) You will then click a button to agree that MARS can upload and display these files (License)
- 29) Finally, you will have one last chance to look everything over (Complete)
- 30) Librarians will review our uploads before they are published.

Tracking

- 31) Check with sustainability manager about how to record when the site has been submitted.

Notes

If you Save & Exit MARS at any point in this process, you can pick up where you left off using the "Submissions" button on the right hand side of the page (under the "Profile" button) and see you list of in-progress submissions and/or delete anything that you accidentally created and didn't mean to make.