



## EPISODE MINIMUM REQUIREMENTS 'BUILDING JUSTICE' PODCAST

### All 'Building Justice' episodes must:

- 1) Align with CRISJ's mission: <https://www.csus.edu/center/race-immigration-social-justice/mission.html>
- 2) Critically explore issues pertaining to race, immigration and/or social justice.
- 3) Be guided by the Society of Professional Journalism (SPJ)'s Code of Ethics: <https://www.spj.org/ethicscode.asp>
- 4) Contain a content warning ('trigger warning'), if appropriate.
- 5) Contain organizing ideas, themes, narratives, agendas and/or a basic structure.
- 6) Respect the equal dignity of all persons.
- 7) Speak to a broad audience that may include students, faculty, staff, administrators, and community members.
- 8) Be 25-40 minutes in length, unless otherwise justified.
- 9) Exhibit good sound quality. Consider using this easy to use program before editing: <https://tinyurl.com/5n78bwdt>
- 10) Include a written transcription of the audio recording for ADA compliance. If requested, we can send you an automatically generated first draft of the transcription. Transcriptions automatically generated require editing.
- 11) Include the official 'Building Justice' introductory and closing statement.
- 12) Include 'Building Justice' official theme music (intro and outro music; if there is a break, include break music).

13) Save the audio in mp3 format. Here is a link to a format converter with easy to follow instructions. <https://cloudconvert.com/mp4-to-mp3>

14) Submit social media promotional materials, including timestamps for audio clips, at least 3 quotes, statements and/or questions. Photos also preferred for social media.

**If you have any questions, please reach out to the 'Building Justice' podcast committee. We are here to support you!**