Video Recording Guidelines & Tips

One easy way to record a video summary is directly from your computer in PowerPoint. PowerPoint has features to record yourself voicing over each slide and even to include your image on screen if you have a camera on your computer. Here’s a few recommendations no matter what software you use.

You Should Have:
• A device that can record video (smartphone, computer, etc.)
• A well-lit and quiet room
• A chair (unless you feel comfortable standing)
• An outline of your message/script

The Camera:
• **Love the landscape!** Record your video in landscape format (NOT Portrait)
• **Fill the frame!** Position the camera to capture you from the waist up
• **Lights! Camera! Action!** If recording live, have a colleague record the video. Your communications or press office may also help.

Your Placement:
• Sit close to the camera to capture your voice
• Use a plain background
• Be sure your room is quiet
• Keep the window or lighting in front of you to avoid a silhouette.
• Avoid shiny or distracting clothing

Talking to Your Audience
Even experienced speakers can stumble in front of the camera. Here’s a few helpful tips:
• Read through your notes or outline to set a good foundation
• Introduce yourself the first time you speak
• Practice! Practice! Practice!
• Keep it conversational and clear. You are talking to a friend
• Avoid acronyms or scientific jargon
• Look into the camera or slightly above
• Use positive body language
• Speak slowly and clearly

Recording Guidelines
• Length: 3 to 5 minutes
• Acceptable video formats: MPEG, MP4 or AVI file
• If you choose to record a PowerPoint, export the presentation to a full HD video.

Branding
• We will add journal branding, title, and article URL.
• You supply keywords and brief 1-2 sentence summary of your research to be submitted with your video.
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