Guidelines for Publishing VCE Produced Videos

VCE faculty and staff are encouraged to post their educational and promotional videos on the VCE YouTube channel (https://www.youtube.com/VAExtension) and the VCE Publications and Resources website (http://pubs.ext.vt.edu).

There are three requirements:

1) Videos must be branded with the VCE logo at the beginning and at the end.
2) The VCE nondiscrimination statement should be added at the end.
    a. End cards with the logo and nondiscrimination statement can be found on the VCE intranet. (https://sites.google.com/view/extintranet/marketing/video-resources)
3) Videos need to be captioned. Captions can be added by the creator or they can be requested to be added by VCE Publications and Resources. Transcripts are required for videos that do not have spoken words. The transcript should describe what is happening in the video.

To have your video posted on the VCE YouTube Channel and the VCE Publications and Resources you need to submit a request non-peer-reviewed publication through the project request system (https://calsvt.sharedwork.com/wz/template/pubprojrequest,RequestProject.vm). Select the VCE Publications (Peer and Non-Peer) Requests option. In the description field indicate it is a video to be posted.

A video can be submitted as a peer-reviewed resource. Contact VCEresources@vt.edu for details.