

Season 4 Timeline

July 15 **Proposal Deadline**

Your proposal should be approximately 500-1000 words. It should not only detail the research and content of your episode, but also incorporate the structure, potential musical examples, and overall vision for the episode.

July 30 **Notification of Proposal**

Your proposal will either be accepted at this phase or you will be offered to revise and resubmit for the next season. Acceptance of your proposal does not guarantee publication, as the following steps must be completed and approved before publication is scheduled.

August 30 **Outline Deadline** NEW**

Due to your Team Lead and Peer Reviewer at this time is a detailed outline of your episode(s). This does not need to be a completed transcript or include any audio recordings. Instead, this outline or timeline should give you and your team a clear vision of what your episode will include conceptually and structurally.

September 30 **Peer Review Collaboration on Outline**

By this date, you will receive collaborative feedback from your peer reviewer on your outline. This phase is intended to be a conversation and allow for the free exchange of ideas. Your peer reviewer will not be rendering any decisions on the publication of your work but rather should use this time to ensure concepts and examples will be fully fleshed out. This collaboration can take place over email, on shared documents, or even over Zoom depending on the comfort of all parties involved.

November 30 **Audio Draft Deadline**

Authors will need to submit a complete audio draft and transcript by this date. Depending on your comfort with audio editing software, your audio draft may be one single audio file or may be separate files (with clear indication in the transcript where examples/music will be inserted).

If you are recording with multiple authors and/or over Zoom, you **MUST** schedule time to meet with (and potentially record with) a member of our production team. Our production team is available to help for any and all authors who request it. The editorial board reserves the right to delay publication if audio quality does not meet our standard.

December 30 **Review Decisions Rendered**

You will receive two reviews from SMT-Pod after the submission of your audio draft: from your peer reviewer and from our production committee. The following are decisions either/both parties can give:

- Accept as is
- Accept with suggestions*
- Accept pending revisions*
- Reject

* Suggestions can be ignored, revisions *must* be addressed

Authors should be prepared to re-record portions or the entirety of their episode should they be given revisions from either their peer reviewer or the production committee.

Those who receive rejections at this stage of the process should discuss future revisions with the Editors.

January **Final Audio/Files Due**

Depending on the status of your peer and production review, your final audio files will either be due January 30 (minimal edits needed) or February 15 (revisions required).

The following items should be prepared for publication:

Final audio file (as mp3 or WAV file, keep Reaper or Audacity files in case we need them!)

Acknowledgements audio recording can be included in your episode or as a separate file (be sure to thank your peer reviewers and production lead and team lead!)

Complete transcript of episode (do NOT include timestamps) including musical excerpts and names of who is speaking before each paragraph

1-sentence summary of episode (SMT-Pod will read this to introduce your episode, we may edit for length or clarity if needed)

100-word bio for the website

Headshot for website (make it fun! Take a photo while recording!)

5 Keywords

Supplemental Materials—following the formatting and reference guidelines from the provided template

Audio clip pronouncing your name and any other names in the episode

Credits to include in the show notes (such as students or colleagues who helped produce your episode or transcript)

Link to your website and/or social media handles (if applicable)

Before April 2025

Final Review of Episode

Your final episode including intro/outro music and any requested edits will be sent to you before your episode is scheduled to air.

You will be able to make comments/suggestions and they will be applied one time. Once those edits are included, your episode will be scheduled to air

Season 4 Schedule

The schedule of episodes will be determined as production progresses and in consultation with authors.

Episode 1 will tentatively be released in late April, with subsequent episodes released weekly