Attachment size must not exceed 10 megabytes for each submission email. Multiple email submissions are encouraged. Any and all languages are welcome. Supported file formats include: .wav, .aif, .m4a, and .mov.

Directions given below are for an iPhone. Instructions are similar for any phone, but the name of recording applications and sequence of steps may be slightly different.

Set-up:

- Find a quiet space without background noise (fans, computers, traffic) and out of the wind.
- Cushy surroundings: Being on a soft couch or chair helps—avoid being next to hard surfaces like glass or metal.
- Turn on Airplane mode on iPhone before you start. (Go to "Settings"; "Airplane Mode"; "On")
- Make sure the phone is fully charged or plugged in.
- Open Voice Memo (Apple's default application in "Utilities") or iTalk app (By Griffin; free from the App Store).
- Label your file with name and date.
- [For iTalk you can also select file quality—choose BEST.]
- These applications use the microphones on your device, so you should point the part of the iPhone into which you typically speak (mic) toward the source of the audio.

Recording:

-Touch the red "Record" button to begin recording.
-Speak in a normal voice about 6-12 inches from phone's microphone.
[iTALK has Audiometer (a green bar that fills up); this should approach midway.]
Try a few test records first so you can determine how close the microphone needs to be to avoid echo… and not so close that you hear mostly breath—this will cause distortion.
-Touch the red "Record" button again to stop recording audio.
-Touch the "Done" button.
-Name file now if you didn't before, then hit "OK."
-Press play to preview your recording.

To email files with Voice Memo from your iPhone:

-Tap the file or recording title you want to send.
-Three options appear: "Send," "Edit," or "Trash."
-Click on "Send" option, then choose "Mail." Type in address:
submissions@radioeight.net.
-Hit "Send."

To email files with iTALK from your iPhone:

-Tap the file or recording title you want to send.
-Recording information displays.
-Select "Send" button in upper right of screen.
-Select "Email," then type in address (submissions@radioeight.net) and hit "Send."

If using another program….WAV or AIF files are the best quality (not MP3).
If given a quality option, choose BEST.