

Guidelines for Preparing Digital Collective Archive Materials

Each contributor will submit:

1. Completed form: <https://www.ubahrumah.com/contribute>
2. Duplicate copy of research work
3. Up to 10 images (JPEG of the highest resolution)
4. 300-word summary of their submission
5. Video (mp4 or Mov) (optional)

All materials submitted will be published on Ubah Rumah's website and publicity channels with credits to the contributor.

Detailed technical guide

Preferred image formats:

- JPEG
- TIFF

Recommended **minimum** size: JPEG 72dpi 1000px (length)

Documents with text or graphics or artworks

Resolution: 300 ppi Type of image:

Colour Bit-depth: 24-bit

Colour management: Embedded ICC Colour Profile

Compression: Lossless

Black and White / Colour Photographs

Resolution: 600 ppi

Type of image: Colour

Bit-depth: 24-bit

Colour management: Embedded ICC Colour Profile

Compression: Lossless

Black and white / Colour Photographic Transparencies (Slides / Negatives)

Resolution: 2400 ppi

Type of image: colour

Bit-depth: 24-bit

Colour management: Embedded ICC Colour Profile

Compression: Lossless

Acceptable media file formats for digitisation

We accept the following formats:

Videos

- .mov
- Mp4

Audio Recordings, Sound works

- wav
- mp3

Thank you for your kind contribution.

Contact us: ubahrumah@gmail.com