

CONDOR BEST PRACTICES

Format for personal names

All personal names should be entered as last name, first name. Example: Twain, Mark.

Format for Dates

Dates should be entered as two digit month, two digit day, and four digit year (mm-dd-yyyy) separated by dashes. For example, May 3rd, 2007 would be entered as 05-03-2007. Enter only as much information as is available.

Copyright and Intellectual Property Permissions

Obtain the permission of all intellectual property right holders before contributing an object to the repository. Work with the Repository Team to insure that permission is obtained from all copyright holders. See the Author's Depositing Agreement for additional information.

Recommended File Types

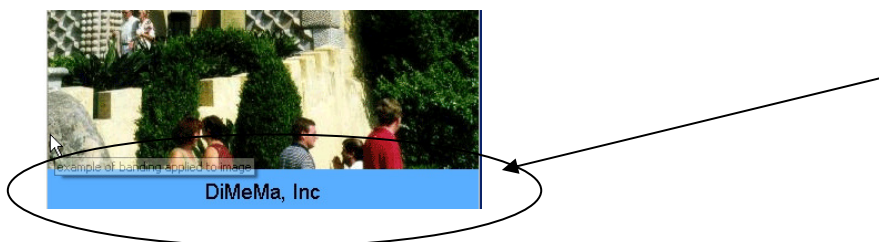
Files of any type may be deposited in CONDOR. However, in selecting a file type, a depositor should use formats compatible with commonly available software. Examples of commonly recognizable file types for formatted text include PDF (portable document format), HTM/HTML (hypertext markup language), and RTF (Rich Text Format). Plain text documents should use standard ASCII or Unicode characters only. Popular image formats include JPG/JPEG (Joint Photographic Experts Group), GIF (Graphics Interchange Format), TIFF (Tagged Image File Format), and PNG (portable network graphics). Commonly used audio/video formats include SWF (Flash), MP3 (MPEG Audio Layer 3), MP4 (MPEG-4), Windows Media Video (WMV). Unrecognized file formats are subject to review by the Repository Team. Contact the Repository Team (condor@cmich.edu) if you have any questions.

For more information on file types see the Wikipedia entry *List of File Formats* at http://en.wikipedia.org/wiki/List_of_file_formats.

Protecting Images

When contributing an image, the following methods for protecting the image are available:

Banding: Displays a band of color with copyright text at the bottom of the image. The Repository Team will provide standardized text.



Branding: Displays a logo or another image in the lower right hand corner of all your items. This requires an image be preselected. The Repository Team will provide a standard image.



Watermarking: Displays a selected grayscale image in the center of the image. The Repository Team will provide a standard image.

