Cambridge Elements

Supplementary Material and Content Enhancements

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An advantage of publishing your work as a Cambridge Element is the potential for supplementary material, in the form of downloadable appendices and other files, to be hosted alongside your Element on the Resources tab on the Cambridge Books Catalogue website. Links to this tab can be included in an Element itself and added to its Cambridge Core landing page. The online version of the Element can also include content enhancements such inline multimedia.

Please note that our guidelines on the use of third-party materials also apply to video, audio, animated GIFS and any other supplementary material. Ensure you have obtained any necessary permissions and recorded these on the permissions checklist, and if required also include a source credit within the caption. Please be aware that the files will be made free to access as online resources through our Cambridge Books Catalogue website.

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1 Video Files

Video files can be included in an Element in 2 ways:

1. **As an inline video:** When the Element publishes online on our Core platform the video file will appear inline with text, and the reader will be able to play the video within the browser. For readers of the print and e-book versions of the Element we make the video files freely available as online resources through our Cambridge Books Catalogue website and include a link to it in the Element.
2. **Video for online resources only:** A video which is available in the online resources only does not appear inline, we make the video freely available as online resources through our Cambridge Books Catalogue website and include a link to it in the Element.

When considering the use of video files in an Element we advise the following:

Inline video:

- Inline videos should only be included where they are used to support the text, they should be an integral part of the discussion within the text.
- Large inline video files, or a higher number of video files, should be avoided because they can cause slow playback issues on some devices. We recommend that inline videos should be no more than 3-5 minutes in length.
- If you do have a long video which you feel is essential to support the text, you may consider perhaps editing it so that a shortened version can appear inline and the full length version is available in the online resources only.
- We can only include inline videos where we have been supplied with the video file, we are unable to include it inline if the video is hosted on another platform (such as YouTube). If you do need to discuss a video held on another platform please include the full URL to it in the text so the reader can access it, but please take into consideration these points when linking to third party materials:
    - Publishing a link does not remove the need for permission. You will need to ensure that you have permission from the owner of the website, which may automatically be granted under their website T&Cs or may require a bespoke request.

- It is important to note that recent changes in the law mean that we bear potential liability for the content contained at the end of any published link. So, if the website you are linking to contains infringing material then we can be held to have also infringed the relevant copyright simply by linking to that content.
- Ultimately, any link to a third party website which we do not control involves significant risks, including (a) that the link may break at any point in the future, (b) that the destination webpage may become dormant, and (c) that the destination webpage may contain inappropriate or incorrect content.

- Please note that inline video files may not play smoothly across all connections/browsers. Any readers who encounter difficulties playing the video can still access them as online resources on the Cambridge Books Catalogue website.

Video for online resources only:

- These would typically be long videos containing a considerable amount of content, and which are only partially covered in the text are not suitable. For example, a full video lecture containing information not in the text would be better as online resources rather than an inline video.

If you wish to include video we require the following:

Inline video:

- Within the manuscript each clip should be numbered (e.g. Video 1, Video 2 etc.) The clip should be separated from the main text and a caption should be provided. Each clip should also be cited within the text (for example 'as can be seen in Video 1'). We also add a link at the end of the caption where readers can access the file for the video, an example of the caption format (we will create the URL during production):

  Video 1 Caption to video. Video file available at www.cambridge.org/[URL]

- Each video clip should be supplied as a separate file. They must be in MP4 format, encoded with the H.264 codec, and at a resolution no higher than 720p. The file names should also be numbered to correspond to the numbering within the text (for example Video 1.MP4).

- For each clip you should also supply a still image from the video. In the print and e-book version of the Element this will be used in place of the video. Please note that for the still image you do not need to include a separate caption as a figure, the video caption will be used in all formats.

- For accessibility, ideally each video should be provided with a transcript and/or subtitles. Descriptive captions and a transcript of any dialogue or narration make the audio content of videos available to those with a hearing impairment, and improve comprehension of the content. Most video editing software has captioning capabilities, but there are also free captioning tools available online, for example Kapwing.

  If you supply a transcript please ensure that its filename indicates which video it is for. You should also mention the availability of a transcript in the caption – an example of how this would be presented is below (we will create the URL during production):

  Video 1 Caption to video. Video file and transcript available at www.cambridge.org/[URL]

Video for online resources only:

- If a video file is being made available as supplemental material only then there are no restrictions on length or file size. However, to avoid very large files we would still recommend providing videos in 720p and MP4 format.

- We recommend mentioning that the video is being made available in the online resources somewhere in the text. A link to the online resources is also usually included on the imprint page, this will be added by the typesetter during production.

Supplying the video files:

- When uploading manuscript files to Scholar One there is a limit of 100mb for each submission. As the size of video files can sometimes be large, if you exceed the upload limit you should send those files directly to the Content Manager for the series you are submitting to rather than through Scholar One.

- If you do not know who the Content Manager is for the series you are submitting to please contact the Peer Review Administrator (cup.peerreview@integra.co.in) and ask them to provide contact details.
- You should then send the video files to the Content Manager using a file transfer service such as WeTransfer. When you send them please indicate the title of your Element and the series you are submitting to.
- The Content Manager will ensure that the files are passed to the typesetter when production begins.

2 Audio Files

Audio files can be included in an Element in 2 ways:

1. **As inline audio:** When the Element publishes online on our Core platform audio files will appear inline with text, the reader will be able to play the audio in the browser. For readers of the print and e-book versions of the Element we make the audio files freely available as online resources through our Cambridge Books Catalogue website and include a link to it. Please note that in Elements with a higher number of audio files or with longer audio, audio files may not play smoothly across all connections/browsers. Any readers who encounter difficulties playing the audio can still access them as online resources on the Cambridge Books Catalogue website.
2. **Audio for online resources only**: Audio which is available in the online resources only does not appear inline, we make the audio freely available as online resources through our Cambridge Books Catalogue website and include a link to it in the Element. Where possible we would encourage audio files to be inline.

If you wish to include audio we require the following:

Inline audio:

- Within the manuscript each audio clip should be numbered (e.g. Audio 1, Audio 2 etc.) The audio clip should be separated from the main text and a caption should be provided. Each audio clip should also be cited within the text (for example 'as can be heard in Audio 1'). We also add a link at the end of the caption where readers can access the file for the audio (the typesetter

will add the URL during production), an example of the caption format:

Audio 1 Caption to audio. Audio file available at www.cambridge.org/[URL]

- Each audio clip should be supplied as a separate file, they must be in MP3 format. File names should also be numbered to correspond to the numbering within the text (for example Audio 1.MP3).
- For accessibility, ideally each clip should be supplied with a transcript.

  If you supply a transcript please ensure that its filename indicates which video it is for. You should also mention the availability of a transcript in the caption, an example of how this might appear is below (the URL will be created by us during production):

  Audio 1 Caption to audio. Audio file and transcript available at www.cambridge.org/[URL]

Audio for online resources only:

- Within the text we recommend mentioning that the audio is being made available in the online resources. A link to the online resources is usually included on the imprint page, this is added by the typesetter.

Supplying the audio files:

- When uploading manuscript files to Scholar One there is a limit of 100mb for each submission. As the size of audio files can sometimes be large, if you exceed the upload limit you should send those files directly to the Content Manager for the series you are submitting to rather than through Scholar One.
- If you do not know who the Content Manager is for the series you are submitting to please contact the Peer Review Administrator (cup.peerreview@integra.co.in) and ask them to provide contact details.
- You should then send the audio files to the Content Manager using a file transfer service such as WeTransfer. When you send them please indicate the title of your Element and the series you are submitting to.
- The Content Manager will ensure that the files are passed to the typesetter when production begins.

3 Animated GIFs

Animated GIF files can be included in an Element, these should be provided in the same way as figures.

If you wish to include animated GIFs we require the following:

- When using a GIF as a figure we advise only using the GIF, you should not include other elements within the same figure such as a table or other images. If you do want to include other elements then they should be supplied as separate figures or tables, numbered separately and with their own captions.
- Within the manuscript each GIF should be numbered as a figure (e.g. Figure 1, Figure 2 etc.) If you are also including other figures then they and the GIFs should all be numbered together sequentially in the order they appear in the text. Figures should not be numbered by the section in which they appear (unless that has been agreed for your series).
- Each figure should be separated from the main text and a caption should be provided. Each figure should also be cited within the text (for example 'as can be seen in Figure 1'). For the GIF we also add a link at the end of the caption where readers can access the file for the animated version as an online resource through our Cambridge Books Catalogue website (the typesetter will add the URL). An example of the caption format:

Figure 1 Caption to figure. An animated version of this figure is available at www.cambridge.org/[URL]

- Each GIF will need to be supplied as 2 files:
  - An animated version to be used online and in the online resources.
  - A static version which contains just a single image, this will be used in the print and e-book versions of the Element.

  We would suggest indicating this in the filename of the figures:

  Figure 1 (animated).GIF

  Figure 1 (static).GIF

In the online version of the Element, the animated GIF will be used for the figure. The typesetter will convert this to an MP4 file which the reader will be able to play within the browser to view the animation.

4 Online Appendices and Other Supplementary Documents

Authors can include online appendices or other supplementary documents as downloadable files, such as PDFs, Word documents and Excel files. These can be a vehicle for providing readers with additional information that would not fit into the Element itself.

Also when considering the word count of your Element (which is usually in the range of 20-30k words), it is worth noting that this only includes material publishing within the Element itself. Supplementary material is not included in the word count, so if you do need to reduce the number of words, there may be material which may be useful to the reader as supporting material, but is not essential to be included within the Element.

Please note that online appendices and supplementary documents will be posted as is. Unlike the main manuscript these are not copyedited or typeset, so please ensure that the files you supply are the final version which you want made available to readers.

- If you wish to include supplementary document(s), such as online appendices, these can be submitted to Scholar One at the same time as the manuscript is uploaded.
- Supplementary documents, such as online appendices, must be supplied as a separate file, please do not include it in the same document as the main text for the Element.
- When you are submitting the files to Scholar One:
  - When you complete the manuscript information please indicate that you are submitting supplementary material for online publication only and provide details.
  - When you upload the file please ensure the file designation is 'Supplementary Material (online publication only)'

5 Code and Data

Code Ocean

Code Ocean is a cloud-based computational reproducibility platform that provides researchers and developers an easy way to share, discover, and run code published in academic journals and conferences. The platform provides open access to the published software code and data for everyone to view and download for free. A primary benefit is that users can execute all published code without installing anything on their personal computer. Everything runs in the cloud on CPUs or GPUs according to the user's needs.

- Please refer to the separate instruction document *How to Submit Code Ocean for Cambridge Elements*, which is available with the other user guides here:

  https://www.cambridge.org/core/publications/elements/cambridge-elements-information-for-authors/user-guides

Dataverse

We encourage Elements authors to make the evidence that supports their research findings, including quantitative data and qualitative materials, available to others in the interests of research transparency and reproducibility. In many fields of research, dedicated repositories are available to help researchers publish data and other materials. Cambridge Elements also provides a general Dataverse repository where authors may publish their data.

When you have made your data or materials available to readers, please include a Data Availability Statement at the end of your manuscript with information about where they can be accessed. Any data used in your research should also be fully cited in your references.

Computational Notebooks

A computational notebook is a web-based interactive computing platform combining live code, equations, narrative text and visualisations. For the purposes of this project, computational notebooks are Jupyter notebooks (https://jupyter.org/) running any of the standard Python environments or R statistical software – although it is possible that other programming languages will be supported where a strong enough case can be made for doing so.

- Please refer to the separate instruction document Computational Notebooks Author Guide for Elements, also available at the link for user guides above.

6 Video Abstracts

A video abstract is a short video that allows you to personally introduce people to your work in your own words. These videos are published alongside the text abstract, to not only support your Element but also give people enough information to entice them to read your Element in full!

There is a separate guide for video abstracts here:

https://www.cambridge.org/core/publications/elements/cambridge-elements-information-for-authors/user-guides

On the Elements Author Questionnaire we have included a question asking whether authors would be interested in supplying a video abstract, if you indicate you are then you will be sent a zip file with the required materials to complete submission at the start of production. Completed video abstracts should be submitted within 4 weeks of the start of production.

For Elements which include a video abstract, on the Core page where it will publish online we will add a link to the video. Within the Element itself we also include the link to the video on the same page as the text abstract appears.

Here are a couple of examples of submitted video abstracts:

www.cambridge.org/withers

www.cambridge.org/judicialbehavior

Supplying a video abstract is optional, so if you decide not to submit one it will not affect the publication of your Element.