

# Tutorial. Instructions for preparing contents

If the content is in the form of a tutorial or screencast, the coordinating professor of the course must provide the recording of the browsing with a voiceover.

Make sure that the sound and diction are clear. We recommend that you address students informally to be more accessible to your target audience.

The author of the content is responsible for ensuring that they are the author of these images, that they have had the rights to the images signed over by the author, and that the images are free from rights and therefore available for use.

If regardless of its format the project requires interactions, you must provide a list of all the interactions that will be included under the **More info** or **Bookmarks** section of the website.

**More info:** These are interactions that appear in a video. Students can click on them to open a pop-up window containing additional information, such as a PowerPoint presentation or web links.

**Bookmarks:** the HTML contains an index with the concepts or subjects to be covered by the content. This tool helps students find a specific topic without having to watch the entire video.

## Diversity and gender

The UOC's learning resources must respect and guarantee gender diversity and the gender perspective. By doing so, we can present the reality of our society and its shared values.

This means that our audiovisual productions must use language that is respectful of people, striving to avoid any terms or expressions that could marginalize certain social groups.

When choosing examples, you must ensure there is a balance in the representation of people's sex, culture, religion, race, etc., with the same hierarchical level, and make sure that you do not spread messages that encourage stereotypes, unless your aim is to provide an example of a discriminatory situation.

Men and women must be given equal visibility in bibliographical references. We recommend that you write out the author's name in full rather than including only their initials.

For example,

Cortés, Josepa; Pons, Vicent (1993). "La biblioteca jurídica de Jaume d'Eixarc (1479)". *Saitabi* (XLIII, p. 181-194)

The "Diversity and gender" section of our *Guide on audiovisual styles and workflows* contains recommendations and guidelines to help you achieve this: <http://guia-audiovisual.uoc.edu/diversitat-i-genera/>.

You can also visit the Language Service website, where you will find basic advice on how to use gender-neutral language