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**Criteria for posting a podcast**

Before you post, check these criteria and modify your podcast accordingly.

| **Category** | **Criteria** | **Comments** |
| --- | --- | --- |
| **Quality of the content** | The content of the podcast allows people to quickly grasp the subject. |  |
| The content is created with the audience in mind. |  |
| The content of the podcast is accessible and reflects the quality of the language (prosodic elements). |  |
| The podcast has acceptable sound quality: the voice and music are well balanced, the volume is constant, no feedback, etc. |  |
| **Rules and responsibilities** | Images, sound clips and quotes respect copyright. Any required authorizations should be mentioned in the description of the podcast. |  |
| The content respects the rights and integrity of individuals (no racist, sexist or damaging comments, etc.). |  |
| The content does not disclose personal information (last name, phone number, address, etc.). |  |