

## **Guidelines and Policies for Review and Approval of Cued Speech Materials**

***(Approved by the NCSA Board of Directors, March 5, 1994)***

**Policy A.** The NCSA will review and approve as warranted and/or requested appropriate Cued Speech materials, including articles, books, workbooks, written lessons, audiocassette lessons, videocassette lessons, and other instructional and/or informative materials.

**Policy B.** Review and approval procedures can be initiated and carried out either during the process of production or afterward. It is strongly advised that producers initiate the review process as early as possible, even when materials are in the planning stage. Suggestions offered during or as a result of the NCSA review process can both enhance quality and reduce errors or deviations that might prevent NCSA approval.

**Policy C.** For review of written materials, producers are asked to submit one complete copy, typewritten, double-spaced. More copies will be requested if needed. For materials to be recorded on audiocassette or CD, a copy of the written text should be sent with a preliminary audiocassette copy. A copy of any written instructions to accompany the audiocassette materials should also be submitted.

**Policy D.** Materials intended for videocassette production should go through several stages. The text of any accompanying materials, such as a workbook, should be submitted along with the written text for the material to go on the audio track of the videocassette. Finally, a trial copy of the videocassette should be produced and submitted for review. This can easily be done with a camcorder. No one is likely to be able to make an initial set of videocassette lessons on Cued Speech that is entirely free of errors or deviations from accepted practice.

The procedures outlined above are designed to reduce errors and deviations in finished materials with the goal of improved quality and effectiveness. Producers may expect the review process to result in substantive suggestions which the producer may be utilized to enhance the acceptability and usefulness of the product. Finally, this sequence of submission and review may result in the full endorsement and support of the product by the NCSA.

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