

Podcasting 101 – Making a Podcast Episode

Follow the steps below to build your first podcast! You should be able to complete this checklist within one month from start to finish.

1. You'll need a recording device. Phone apps will do the job or you can invest in a field recorder, like the [Sony PCM 10](#).
2. Identify a subject for your interview who you think is interesting and a good speaker. This can be another scientist at Jefferson*, your boss (P.I.) or any other mentor in your lab or outside of your lab. ***If you would like your episode to be considered for publication, it should be a Jefferson Interview.**
3. Record your interview. Try to familiarize yourself with your recording app or device before the interview. Interview should include audio with the scientist answering the following questions (*add your own questions as you see fit!*):
 - a. Could you state your name and your position?
 - b. What got you interested in science?
 - c. Do you have a favorite scientific fact or story?
 - d. How would you describe your research to a lay audience?
4. Transcribe the interview audio, manually or pay to have a company like [Rev](#) or [Temi](#) do this. They charge 10 cents per minute. There is a trial version and the first transcript is free.
5. Go through your transcript and choose the audio clips you like best. Start writing a simple script, which will include an intro, context, and conclusion (which you will narrate) plus excerpts from the interview. See the sample script to get an idea for what this looks like. Get feedback on your script before recording narration and producing.
6. Record your narration
7. Download the trial version of [Hindenburg Journalist](#) - this lasts for 30 days. If you have an Apple computer, you'll have a few more audio filter options in the software, but you can still make a great product if you're working on a PC. You can also use GarageBand or Audacity.
8. Produce a short (10-15 minute) podcast with the following elements:
 - a. Interview clips + narration + music + sound effects. Have an outro thanking your guest and crediting any music. Splice it all together in Hindenburg.
 - b. Music - [Free music archive](#) or [YouTube audio library](#)
 - c. Sound effects - try collecting your own, or find one at [freesound.org](#)
9. Think of a title and a short description, and a related image if you find one. You can upload it for free to [SoundCloud](#) or [Podomatic](#).
10. Play your podcast for your friends and get feedback on your work!
11. If the piece is high enough quality we might even be able to use it for our Jefferson Research Channels. Submit your piece at researchNews@jefferson.edu.