Work Sample Guidelines:

You will be able to upload up to 10 work samples total in the formats described below. There is a limit of 4 MB per work sample. We recommend that you choose your work samples carefully selecting the samples that are most impactful. Combining images, video, audio, articles, etc. is allowed.

Keep in mind that panels will generally review work samples for no more than 3-5 minutes total per application.

Digital images

Submit up to 5 images (electronic file format). You may either combine all of your images into a single PDF file or upload each image in a separate file. Preferred file type is jpg. 4 MB file size limit per image.

Audio Samples – Maximum size per file is 4 MB!

Submit no more than three selections; the total combined length should be no more than 9 minutes. You will upload each selection as a separate file. Include a brief narrative on the work sample(s) including instructions if the portion of the sample you want the panel to review is not at the start of the sample. Because this system has a very limited file size capacity, you might opt to upload your work samples to SoundCloud (or similar service) and follow the instructions below for Audio, Video and Website Links.

Video Samples – Maximum size per file is 4 MB!

This is a very small file size for video. You might opt to upload to YouTube (or similar service) and follow the instructions below for Audio, Video and Website Links.

If you do edit down your videos to meet this specification here is some additional information: Submit no more than two selections; the total combined length should be no more than six minutes. Please also upload a description page that includes information on the work samples including instructions if the portion of the sample you want the panel to review is not at the start of the sample.

If you are submitting more than one video sample, upload each individually, as a separate file.

Audio, Video, Website Links

Submit a Word document or PDF with a live link to sample (youtube, etc.). For websites, list the URLs for pages you would like the reviewers to see. Provide a brief description for the review panel.

Documents (Literary samples, publications, periodicals, catalogues)

Submit selected samples that are best related to the work described in your proposal. Upload each sample individually, as a separate file. It is recommended that each file be no more than five (5) pages. PDF documents are preferred.

Scanned Materials

If you have to scan material, please follow these guidelines: Scan images at a resolution of 300 dpi to limit their size.

Experiment with the JPEG quality settings. Saving the document as a "medium quality" or "low quality" JPEG will reduce the file size, and is not likely to reduce readability.

When you have scanned the images, combine them into a single PDF file. Submit a single file for each document; do not submit a separate file for each scanned page.