



2023 Inside/Outside Fellowship: Work Sample Guidelines

Work samples are a critical part of the application. Make sure your digital files are sharp. Reviewers will only review materials requested in the application. Please upload your work samples in accordance with the following formats:

VISUAL ARTS

Painting, sculpture, drawing, printmaking, installation, photography, collage, digital art. Applicants should submit up to six jpegs of artwork completed within the last five years.

- jpeg files no larger than 72 dpi
- each file should not exceed 4MB in size
- name each image file as “applicant’s last name_title of work”
- the Submittable system will alphabetize your work samples for you
 - include a PDF document with caption information for each work sample: title, year completed, medium, dimensions, and brief notes if necessary (no more than 40 words). Please keep these in alphabetical order as the Submittable system automatically alphabetizes uploaded work samples.

PERFORMING ARTS

Original musical composition, original choreography, or original theatrical production. Applicants should submit no more than 10 minutes in total of video or audio excerpts.

- mp4 files
- each file should not exceed 10MB in size for audio; or 100MB in size for video
- name each image file as “applicant’s last name_title of work”
- the Submittable system will alphabetize your work samples for you

- ❑ include a PDF document with the following information for each work sample: title, date completed or run of show, technique, the specific role of the applicant in creating the submitted work. Musical composition applicants should include a list of instruments featured in their work with attribution. Please keep these in alphabetical order as the Submittable system automatically alphabetizes uploaded work samples.

MEDIA ARTS

Film (narrative, documentary, experimental, or artistic), video (narrative, documentary, experimental, or artistic), and time-based digital art. Applicants should submit no more than 5 minutes of video excerpts.

- ❑ name each image file as “applicant’s last name_title of work”
- ❑ each file should not exceed 100MB in size for video
 - ❑ include a PDF document with the following information for each work sample: title, year completed, technique, original format, the specific role of the applicant in creating the submitted work. Please keep these in alphabetical order as the Submittable system automatically alphabetizes uploaded work samples.

MULTIDISCIPLINARY

Applicants are expected to submit a cross-section of media formats (image, text, audio, video) but should submit no more than 5 minutes or pages per sample.

- ❑ jpeg files no larger than 72 dpi
 - ❑ each file should not exceed 4MB for jpegs and PDFs; 100MB for video; or 10MB for audio
- ❑ name each image file as “applicant’s last name_title of work”
 - ❑ include a PDF document with the following information for each work sample: title, year completed, medium or technique, dimensions, and brief notes if necessary (no more than 40 words). Please keep these in alphabetical order as the Submittable system automatically alphabetizes uploaded work samples.

LITERARY ARTS

Fiction, creative nonfiction, playwriting, screenwriting, or poetry.

Applicants may submit a combination of the above genres. Do not submit more than five individual PDF documents and no more than 20 pages in total. If your work sample is a longer work, you may choose to submit a short synopsis of the work as a whole, as well as an excerpt.

Entries should be:

- double-spaced and 12pt font (PDF files only)
- clearly labeled with the author's name and the title of the work
- each file should not exceed 4MB in size
- published work may be scanned and submitted in PDF format