PORTFOLIO SUBMISSION GUIDELINES
Getting Published: Navigating the Children's Book Market

Pre-approval into the *Getting Published* capstone course is required before enrolling by submitting a portfolio to the Arts & Humanities Department during the quarter prior to the course start date in January, which is Fall Quarter. Portfolios are submitted to the department digitally in PDF format via Dropbox.

Please read through the following guidelines thoroughly.

FOR ALL SUBMISSIONS-

Please include:

- Final versions only, in PDF format (not multiple submissions with revisions, for example).
- Identify if you are the Author and/or Illustrator.
- List at the top of your submission:
  - The **target age range**.
  - And if it is intended as a: **Picture Book**, **Chapter Book**, **Middle Grade**, *or* **Young Adult**.

PORTFOLIO REQUIREMENTS-

FOR *CHILDREN'S BOOK ILLUSTRATION* STUDENTS:

Illustrators, please choose one of the options below (may be fiction or non-fiction):
  a. One PDF of 20-30 pieces of artwork aimed at children.
  b. One complete dummy of a 32-page picture book (can be in sketch form) *plus* 5-7 color pieces of artwork.

FOR *CHILDREN'S BOOK WRITING* STUDENTS:

Authors, please choose one of the options below (may be fiction or non-fiction):

Choose ONE:
  a. 3,000 – 5,000 words Middle Grade or Young Adult prose
  b. 2 Picture Book stories

OR

Choose TWO:
  a. 1,500 – 2,500 words middle grade prose
  b. 1,500 – 2,500 words YA prose
  c. 1 picture book story

PORTFOLIO SUBMISSION GUIDELINES
Getting Published: Navigating the Children's Book Market

HOW TO SUBMIT YOUR PORTFOLIO-

Instructions:

1. Save your writing sample and/or illustration portfolio as a PDF.
   a. **Please keep the total file size of all your PDFs and/or images under 50MB.**
2. Please create a Dropbox account (www.dropbox.com) if you don't currently have one.
3. Create a folder in Dropbox with the following naming convention:
   a. Last Name_First Name_Student ID_Quarter of course
      (for example: Smith_Joan_U12345678_Wi22)
         i. Your student ID can be found by logging in to *MyExtension*.
         ii. Use the quarter and year in which the course is running.
4. Upload your work into this folder.
5. Share the folder with this email address: ahl@ucsd.edu

NEXT STEPS-

Once You Have Submitted Your Portfolio:

- Our instructor will review your work.
- We will contact you before the holiday break with instructions on how to enroll in the course; or provide suggested revisions to your portfolio.
   o You may re-submit your portfolio as many times as you wish, though we highly recommend that you take instructor feedback into consideration before doing so.

Thank you and feel free to contact our department via email at ahl@ucsd.edu with any questions or concerns about this process.

Good luck!

The Arts & Languages Department
UC San Diego Extension
ahl@ucsd.edu