

Portfolio Guidelines

For all submissions, please include:

- Final versions only (not multiple submissions with revisions).
- Identification if author or illustrator or author/illustrator.
- Target age range and list at top of manuscript if submission is a picture book, chapter book, middle grade or young adult.

Children's Book Illustration

Illustrators should choose one of the options below. All work may be fiction or non-fiction:

Choose ONE:

- 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.

Children's Book Writing

Authors should choose one of the options below. All work 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

Please follow the following directions to submit your portfolio.

- i. If you have not already, please create a Dropbox account (www.dropbox.com).
- ii. Save your writing sample or illustration portfolio as a PDF. **Please keep the total file size of all your PDFs and/or images under 50MB.**
- iii. Create a folder in Dropbox with the following naming convention. Use the quarter which you would like to enroll in the course. You can find your student ID by logging in to MyExtension (<http://myextension.ucsd.edu>).
 1. LastName_Firstname_StudentID_Quarter
 2. *For example: Smith_Joan_U12345678_FA15*
- iv. Upload your work into this folder.
- v. Share the folder with this email address: ahl@ucsd.edu
- vi. When you are done, please respond to this message confirming that you have done so.

Once you have submitted your portfolio, our instructor will review your work. We will contact you a week before the course begins with instructions to enroll in the course, or suggested revisions to your portfolio. 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.

Please feel free to contact ahl@ucsd.edu or 858-534-5760 with any questions or concerns about this process.