

Add Titles, Descriptions, Complete the Media Description Sheet – Creative Writing

In this first section, the instructions refer to SlideRoom Step 6: Add Media.

Upon uploading your text file, click on the Edit Details caption below the object you've just uploaded. Fill in all the fields as indicated. The Literary Form/Genre/Style field is for you to indicate the type of piece you are submitting (e.g., poetry, fiction, short story, non-fiction, play-writing). If your work does not fit well into traditional categories, you can either provide your own category description or a brief explanation. The Complete Work or Excerpt field is for you to indicate whether you have submitted a complete, free-standing work or whether it's an excerpt from a larger piece. Note that the jurors are instructed to review between 8 and 10 pages of written material for each applicant. If you have submitted more than 10 pages, use the beginning of the Description field to direct the juror to that material which you consider most important. Without such a comment, the juror will assume that your files were uploaded in the order of their importance or quality. After that optional comment, you are welcome, but not required, to provide some background or other relevant narrative commentary on your piece.

If you chose to substitute an audio file for one of your text files, fill in the appropriate blanks in the Media Details box in a similar fashion.

These instructions will help you fill out the Media Description Sheet write-able pdf form (next page).

The information in the Media Description Sheet provides supplementary, but important, information that allows us to more intelligently evaluate your selections. This is a write-able pdf form so you can key directly into it. All questions are Yes or No. If your answer is No, click into the No button. If it's Yes, click into the Yes button and enter a number in the space and also in the explanation space to the right so that the information is cross-referenced (see example below). When the form is complete, it should be uploaded among your media files in Step 6. Please make this your final upload.

If you are not familiar with completing and then uploading a write-able pdf form and are having difficulty with this step, contact the I-Park office and we can give you assistance or suggest a work-around.

Glossary:

Work in Progress: Have you submitted as your selection a work in progress (or it a substantially completed piece)?

Published: Has this work been published or do you have a commitment for it to be published in the near future? If so, who is the publisher?

Collaboration: Was this work conceived and/or produced to a substantial degree in collaboration with another writer or other creative partner?

Awards: Has this piece garnered any awards or other notable public recognition?

Example:

Upload 1: Title of Selection	Worlds Colliding		
Work in Progress:	<input type="radio"/> Yes <input type="text"/>	<input checked="" type="radio"/> No	Notes: (1) Published by Random House in June 2008 (2) Awarded the Griffin Poetry Prize, 2008
Published:	<input checked="" type="radio"/> Yes 1 <input type="text"/>	<input type="radio"/> No	
Collaboration:	<input type="radio"/> Yes <input type="text"/>	<input checked="" type="radio"/> No	
Awards:	<input checked="" type="radio"/> Yes 2 <input type="text"/>	<input type="radio"/> No	

Media Description Sheet: Creative Writing
Use this format for your text/writing samples only

Upload 1: Title of Selection

Work in Progress:	Yes	No Notes:
Published:	Yes	No
Collaboration:	Yes	No
Awards:	Yes	No

Upload 2: Title of Selection

Work in Progress:	Yes	No Notes:
Published:	Yes	No
Collaboration:	Yes	No
Awards:	Yes	No

Upload 3: Title of Selection

Work in Progress:	Yes	No Notes:
Published:	Yes	No
Collaboration:	Yes	No
Awards:	Yes	No

Upload 4: Title of Selection

Work in Progress:	Yes	No Notes:
Published:	Yes	No
Collaboration:	Yes	No
Awards:	Yes	No