



# Shooting Stars Tips for: Literature Portfolio Submissions

## 1) BE PROFESSIONAL

- Keep up-to-date with your calendar.
- Prepare, thoroughly proof-read, and submit all materials on time.
- Plan and prepare your Portfolio Submission with your nominating teacher.

## 2) SUBMIT A COMPLETE PORTFOLIO

- Use the Portfolio Submission Form to complete the components below:
  - Portfolio Consideration for elementia Publication
  - Literature Information and MS Word Files
  - Optional audio submission
- Provide information and upload prose or poetry artworks
- Plan and prepare your Literature Portfolio Submission with your teacher
- Carefully review the Literature Scholarship Guidelines before selecting which artworks to include in your portfolio; use link to Scholarship Guidelines in your category's Finalist Program Packet in Resource Center on Shooting Stars website
- Submitted Artworks are either 2 pieces of prose (fiction or creative non-fiction) or 3 poems (any style). You may not submit both types of works.
- Upload optional audio recording file of submitted works. Recording is not to exceed 3 minutes. This portfolio component is entirely optional and should only be completed if you feel your work would benefit from being heard aloud.

## 3) FOLLOW YOUR GENRE'S STYLE

### Prose Pieces

- Fiction works should have a strong voice, good character development, and captivating opening; it should make the reader want to read more
- Creative nonfiction works should be focused, informative with details (substantiated with facts), and have a distinct voice

### Poetry Pieces

- Follow the "style" specific to the poem type, i.e. villanelle
- Include expressive language and strong imagery consistent with tone throughout the poem

### For Both Styles

- Judges are looking for originality, creativity, versatility and craftsmanship.
- Carefully proofread your works for grammar, formatting, punctuation and spelling; using "spellcheck" is not enough
- Include the title, your full name & page number on each page
- Make sure the poetry or prose artworks in your Portfolio Submission follow all criteria of the Scholarship Guidelines

## 4) CONTACT THE ARTS COUNCIL WITH ANY QUESTIONS

- Email [artsjoco@artsjoco.org](mailto:artsjoco@artsjoco.org) any time!
- Call 913-894-2720. Phones are answered and voicemails are returned Monday-Friday between 9:00 a.m. and 5:00 p.m.