

## General Guidelines for Literary Artist Submissions through Online Portal\*

The following list gives general guidelines for all applicants. Each item will be presented as a separate form for you to complete on our online portal. Specific instruction can be found throughout the online application process. Required support material guidelines are listed below and in the online portal.

1. Application information including your general information and requested dates of residency.
2. Artist statement (limit 200 words) about your current work and a statement of intent (limit 200 words) of what you propose to work on while at the Center and why the residency is important to you at this stage in your career. Your name or the name of your collaborators **MUST NOT** appear in the contents of either of these statements.
3. Contact information for two professional references who are familiar with your work and your potential to be a positive member of our community of residents.
4. Professional history from your current resume or vita. Your name **MAY** appear in the contents of this information.
5. An **OPTIONAL** professional practice or outreach proposal. If you are interested in doing outreach in Nebraska City, you can provide us with information about the type of activity you could facilitate. This is **NOT** required for you to be considered for a residency.
6. Support materials, or work samples, for your specific discipline. See the guidelines below for your discipline.
7. Application fee of \$35 paid via credit card through the online portal. The fee includes our base fee plus an additional fee for media upload. All fees are paid through the portal; check or money order can not be sent to the Center.

### Required Support Materials for Literary Artist Submissions

Upload one PDF that contains all writing samples (up to 10MB). Previously published or non-published material is eligible. Please do not include awards or publication information with the work sample. Only writing submitted in English will be considered. **Your name MUST be removed from the sample file and its contents.** This includes the title and description areas in Slideroom.

**Fiction:** Submit no more than 2 short stories or novel chapters, not to exceed 7500 words in length. If a portion of a novel is submitted, a brief (100-200 word) synopsis may be included and does not count toward the 7500-word limit.

**Non-fiction:** Submit no more than 2 essays or chapters, not to exceed 7500 words in length. If a portion of a manuscript or book is submitted, a brief (100-200 word) synopsis may be included and does not count toward the 7500-word limit. If the work submitted is memoir or biography, the requirement to remove your name from the writing sample may be disregarded.

**Poetry:** Submit up to 10 poems, combined length not to exceed 30 pages.

**Drama:** Submit up to 2 one-act plays or up to 2 excerpts (monologues, acts, or scenes) from a longer work. Include a character list and brief synopsis. Total number of pages may not exceed 30.

**Screenplays:** Submit no more than 2 screenplays. Include a brief synopsis. Total number of pages may not exceed 30.

**Combination of Genres/Non-traditional applications:** You may choose to submit samples of work from more than one genre. If combining genres, total submission should not exceed 7500 words or thirty pages in length. If your application includes a combination of visual and literary works, please consider applying to the interdisciplinary category.

For questions, please contact us 402-874-9600 or [info@khncenterforthearts.org](mailto:info@khncenterforthearts.org).

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**\*KHN does NOT accept paper applications. All applicants must submit their materials through our online portal (<https://khncenterforthearts.slideroom.com/>). Applications will not be accepted via email.**