

Portfolio Submission and Workshop Registration Guidelines

In order to be admitted into a creative writing workshop, students are required to submit a writing portfolio consisting of writing samples and a biographical statement.

The first step in this process is submitting a [registration override request](#). Once the override has been submitted, students must email their writing portfolio to english@carleton.ca within five business days. **Please be advised, if the portfolio is not received within 5 business days, the override request will be cancelled, and you will need to resubmit for consideration.**

Once received, portfolios will be read by a committee of faculty members. Each portfolio will be assessed in terms of the overall quality of the writing samples (imagination, uniqueness in form or voice, level of polish), as well as the clarity and sense of focus in the biographical statement. Admittance to workshops is not guaranteed.

Portfolios must be in 12-point font with standard margins, double spaced (unless working in poetry or screenwriting where single spacing is observed). Word or PDF file formats preferred.

Biographical Statement: This statement should be between 250-350 words and tell the committee who you are as writer. Note that writers of all levels of experience are welcome to submit a portfolio and previous experience in a workshop is not a requirement.

Please include the following in your statement:

- What you intend to achieve by taking a creative writing workshop.
- Describe any experience taking a workshop (at the university level or otherwise).
- Indicate two writers who inspire or inform your writing.
- Indicate if you are currently enrolled in the Creative Writing Concentration at Carleton.

Creative Writing Samples:

- Writing samples must include a minimum of two genres (i.e. short story, novel, poetry [any form or style], creative nonfiction, screenplay). If your writing samples are one genre only and you wish only to take a workshop in that genre, please see the note below.
- Each sample may be excerpted from a larger work.
- The total number of pages must not exceed five (not including the biographical statement).
- Please select your best, most polished work and proofread your writing samples carefully before submitting them.

NOTE WELL: We welcome students with an interest in only one specific genre to apply to take a workshop in that same genre. For example, if you are only interested in screenwriting and your writing samples are therefore only in that genre, you will be excused from the requirement to submit samples in more than one genre. Please indicate this in your biographical statement so the assessment committee can take this into consideration.