Submission Checklist

For portfolio submissions, please be certain to include the following:

- ❑ Please fill out the **Questionnaire** and return with your submission.
- ❑ **A brief bio** (in the neighborhood of 100-200 words) as a supplement to the questionnaire. Feel welcome to send any pre-prepared materials.
- ❑ A **portrait** (color or b/w) of you for use in *LensWork Extended*.
- ❑ **Your signature on plain white paper,** preferably in medium or fine felt-tip pen. (If your work is published, we will need to scan your signature for the title page.)
- ❑ **Written authorization** for LensWork to publish in both paper and Adobe Acrobat formats. See the Copyright Permission Form.
- ❑ **An introduction** for your work, or description of your creative process or methodology to accompany the work. Please avoid statements which tell us how the work makes you feel, how viewers should feel, or statements which read as a review of the work. We would prefer to know your thoughts relative to what motivated you to produce the work, if the path was direct or meandering, why it is important to you and the like. Please aim for something between 200-350 words.
- ❑ Provide a **return envelope with postage** (either pre-stamped, or include a personal check) OR use any of the options noted below.

Submissions from outside the U.S.:

We understand that providing a stamped return envelope, or funds in U.S. dollars for return shipping, may be next-to-impossible. The simplest remedy to currency exchanges and guess-work is the use of VISA, MasterCard, American Express or PayPal. If you prefer PayPal, we will notify you via e-mail of the amount due and await your funds. If you include your credit card information with your submission we will charge your credit card the exact amount of postage or shipping fee. Please be certain to instruct us as to which method you prefer (Airmail, UPS, Federal Express), and what amount of insurance, if any. Please be sure to provide your credit card number including the expiration date.

IMPORTANT!

We are delighted to consider your work, however, materials sent without provisions for their return will not be returned.

You must provide for the return of your portfolio. Please enclose a self-addressed shipping box with sufficient postage or a check/credit card authorization if you want your submission

returned. If we do not receive a self-addressed envelope or box with funds for return we will assume you do not need or want your materials returned and discard them at our discretion.

We are no longer able to ship returns on the recipient's UPS or FedEx account number or credit card number. Return shipping cost must be paid at the point of departure from our office (and can be paid for by check, Visa, MasterCard, American Express – please inquire if you prefer to pay for return shipping with PayPal.)

Where to send your submission:

LensWork Publishing
Attn: Submissions
909 Third St.
Anacortes, WA 98221-1502
USA