



It Works for You!

Submission Guidelines

When submitting works to the Alumni Works Registry, please follow the directions below. We are unable to accept files that are not formatted to the following specifications. Thanks!

1. Prepare your files.

You may submit up to ten (10) digital files of work, as well as a current resume or c.v., for inclusion in the Registry. We accept a variety of digital media, including but not limited to, images, video and audio files, and PDFs. However, we are unable to accept slides or physical documentation of works such as models, photographs or printed materials. Each file you submit should document only one work; please do not “collage” images of multiple works into a single file. You may submit multiple files related to a single work (i.e. overview and details of work).

Please prepare files according to the following specifications:

IMAGES

- JPEG or TIFF format
- **minimum** pixel dimensions: 800 x 1200 (or vice versa)

VIDEO

- MP4 format
- **minimum** pixel dimensions: 320 x 240
- **maximum** duration: 6:00 minutes

AUDIO

- MP4 / M4A format
- **maximum** duration: 6:00 minutes

RESUME / CV

- PDF format

Please save files according to the following naming conventions, where the two-digit number corresponds to the same number on the List of Works form. (.xxx represents the extension of that particular file: .jpg / .tif / .mp4 / .m4a)

WORK	DoeJane-01.xxx	DoeJane-02.xxx	DoeJane-03.xxx	etc.
RESUME / CV	DoeJane-Resume.pdf			

2. Complete Registration Form and List of Works.

Please download and complete the Registration Form and List of Works. These two PDF files are Adobe Acrobat Fillable Forms and must be completed electronically by opening the file in the free Adobe Reader, version 7.0 or later. Please complete the forms entirely and resave the files as:

DoeJane-Registration_Form.pdf

DoeJane-List_of_Works.pdf

(continued on next page)

Submission Guidelines (continued)

3. Email us your files.

Email all files as attachments to **AlumniWorksRegistry@austin.utexas.edu**, with the total number of attachments per email not exceeding approximately 20 Megabytes. You may send as many emails with attachments as is necessary to submit all files.

In summary, please submit your files as follow, with up to ten (10) digital files of work and an optional resume or c.v.

DoeJane-01.xxx
DoeJane-02.xxx
DoeJane-03.xxx
DoeJane-04.xxx
DoeJane-05.xxx
DoeJane-06.xxx
DoeJane-07.xxx
DoeJane-08.xxx
DoeJane-09.xxx
DoeJane-10.xxx

DoeJane-Resume.pdf (optional)

DoeJane-Registration_Form.pdf (required)

DoeJane-List_of_Works.pdf (required)

4. Receive confirmation email from us.

When we receive your files, we will send a confirmation message to the email address listed on the Registration Form. If you do not receive confirmation within three (3) business days of submission, please let us know by emailing **Carolyn Porter** at **carolynp@mail.utexas.edu**.

Have questions or problems?

We want the submission process to be as easy as possible, and we want you to be able to submit your best work.

If you have questions about preparing your files or submitting them to the Registry, please let us know. We will gladly work with you to accommodate special cases in which your file(s) don't fit within the guidelines above—just email **Carolyn Porter** at **carolynp@mail.utexas.edu**.

Thanks for submitting work to the Alumni Work Registry, and don't forget to send us more current work in the future.