

Varuna's Publisher Introduction Program 2018

Guidelines & Application Form

Please note that the application process has four steps:

STEP 1: Prepare your submission

STEP 2: Online Form (Part A)

STEP 3: Payment Page (Part B)

STEP 4: Submission Upload (Part C)

STEP 1 - Prepare your Submission - Formatting Guidelines

You will need to have saved your submission (full manuscript) as a PDF before you start the application procedure (Parts A, B & C).

Your application should include:

- Cover page (details of what to include below)
- As much of your manuscript as you have (consecutive pages from your manuscript)

Your cover page should include the following details:

- The name of your manuscript
- A Logline (1-2 line description of your project)
- A brief synopsis of the work (approx. 200 words)
- Brief outline of your intended work plan while at Varuna, bearing in mind that a Fellowship will normally be taken some months after your application (approx. 100 words)
- Brief outline of previous writing experience, if it includes previously published works please identify the publisher or journal (approx. 100 words)

Your work should be formatted as follows:

- Submitted work should be in English, typed in Times New Roman (font size 12), double spaced and generous margins (at least 3 cm on left and right).
- Please do not right-hand justify your paragraphs, as this makes the manuscript harder for our assessors to read.
- You should include an identifying title and the page number on the top right hand corner of each page.
- Please do take the time to carefully check your manuscript for spelling and grammatical errors. If you require assistance with this process, Varuna can put you in touch with professional editorial services.
- When work is double-spaced, it can be hard discerning where one paragraph ends and another begins. For this reason, we stress the importance of

indenting the first line of each new paragraph (you can set up the style in Word to do this automatically). New paragraphs should also be used for each new speaker of dialogue.

- As we assess submissions 'blind' it is very important that you do not include your name or identifying details on any portion of your submission, including your cover page.

You will need to save your submission as a single PDF document

- You will need to save and upload your cover page and manuscript as a single PDF document.
- Please use the **name of your manuscript** as the PDF submission name. To save your file as a PDF your submission name will need to be 25 characters or less.
- Click [here](#) for tips on how to convert word doc to pdf - it may simply be a matter of 'saving' your document as a PDF.

NOTE: While there is no limit to how often you may apply for a Varuna fellowship, we request that you do not resubmit a work that you have already submitted in a previous year unless there has been substantial reworking/revision.

Click [HERE](#) to see a **sample submission**.

Varuna reserves the right to not process applications that do not follow the formatting guidelines.

STEP 2: Complete the online Application Form (Part A)

Remember you will need to have saved your submission (cover page plus draft manuscript) as a single PDF document before you start the application procedure.

Step by step instructions on how to do this are included below.

When you have successfully submitted your Application Form (Part A), you will be taken to the Payment Page (Part B).

Please complete Online Form (Part A) once only per application.

STEP 3: Make Your Payment (Part B)

After submitting Part A you will be taken to the Payment Page (Part B) where you can either:

- pay the application fee by Paypal if you have a Paypal account
- or pay by credit card if you do not have a Paypal account.

The application fee is \$120 (GST free).

Payment must be made before you can upload your submission (Part C).

Payment must be made by midnight on the [closing date](#).

Following payment, PayPal will issue you a receipt – **it's important that you keep this for your records.**

Following successful payment you will be taken to a Thank You page with a link to the Submission Upload Page (Part C).

STEP 4: Upload Your Submission (Part C)

After you have completed your payment (Part B) you will be taken to a Thank You page with a link to the Submission Upload Page (Part C) where you can upload your submission.

Your submission should include your draft manuscript (See Formatting Guidelines above) and a cover page.

After uploading your submission successfully you will be taken to a Thank You screen – this completes your application.

Acknowledgement of Application

As submitted applications are received and verified manually, Varuna will send an email acknowledgement to the applicant - **please allow up to one week.**

To ensure that you receive the email from Varuna, you need to add Varuna's email address (varuna@varuna.com.au) to your address book and you may need to whitelist Varuna - click [here](#) for instructions.

Conditions

In submitting an application, applicants agree to the following conditions:

- Applications must comply with the program's requirements as set out in the Program Guidelines.
- Applicants must be 18 years or older.
- Applicants must be Australian citizens or permanent residents.
- Submitted material must be the applicant's own original work.
- Application form must be uploaded by [the deadline](#).

- Submissions must be uploaded (electronically) by the deadline. Late applications are not considered.
- Application materials are not returned under any circumstances. After the selection process is finished, materials are responsibly disposed of.
- Individual feedback is not provided to unsuccessful applicants.
- The applicant's name or identifying details must not be included on any portion of the uploaded manuscript or support material.
- Varuna retains information from application forms for one year.

Copyright

Applicants retain copyright of their material but agree to their work being used as stated in this program's description.

Feedback To Applicants

The selectors' decisions are final. Selectors do not discuss the selection process or offer individual feedback to unsuccessful applicants.

For general feedback from the Varuna Consultants in response to 2017 Publisher Introduction Program Applications please follow the links to [PIP shortlisting announcement](#) and [feedback by assessors](#).

If you would like to receive more specific feedback on your manuscript Varuna is happy to provide writers with structured and ongoing support through our [Writer Development Program](#).

We value the effort you've made to submit your work and we wish you well with your application.

Disclaimer: Varuna reserves the right to make changes to its advertised programs and all applications are accepted subject to this proviso.

A word about Privacy

The information you have provided is used only for your application and deleted from the database after one year. Paper copies are disposed of by Varuna's document disposal company.

If you wish to view Varuna's Privacy Policy, click [here](#).

Keeping up to date with Varuna's programs

If you are interested in receiving news of other programs, events and news at Varuna, you can subscribe to Varuna eNews by entering your name and email address in the field at the top right of the Payments page. This is optional.

You can also subscribe at some other time by going to Varuna's [Mailing List](#) page.

You can also keep up to date by visiting www.varuna.com.au regularly.

Application Form Instructions & Trouble Shooter

Instructions for Completing your Application (Parts A, B & C)

CHECKLIST BEFORE PROCEEDING WITH APPLICATION:

- Submission saved as per the guidelines above
- Data for Online Form (Part A) prepared including log line and manuscript name
- Payment (\$120) can be made using Paypal

Step 1: Completing Online Form (Part A)

1. Enter your information in the fields. The fields marked with (*) are required – you will not be able to submit the form without completing these.
2. Most of the fields are self-explanatory. The following points are for those fields with special restrictions or requirements.
3. First name & surname: avoid apostrophes as these have special meaning in the database. For example, write O'Mara as OMara. Only use capitals for initial letters.
4. Main phone: required. Enter your landline or mobile, whichever is your preference for contact. The phone number must consist of **exactly 10 digits** with no spaces or hyphens. Landlines must contain the area code. Landline example: 0247825674. Mobile example: 0412345678.
5. Other phone: optional. Enter a landline or mobile number here if you have a second method of contact. The same rules apply as for Main phone.
6. Email: required. Make sure that this email address is correct and currently valid. Please double check it!
7. Manuscript name: Note the restrictions in the first three steps above.
8. Logline: enter a one-sentence summary of your MS.
9. The next 5 fields are requested by Varuna's funding bodies. They are not used as part of the selection process. Simply select the appropriate answer from the pulldown menus.
10. Select which literary form your work is – from the drop down menu.
11. Have you submitted your work to a publisher (yes/no)? If so, which one?

12. If you have a preference for which publisher (of the seven) you'd like to consider your work, enter up to three preferences.
13. Payment method (PayPal options)
14. Name of paypal account
15. Alumni fee waiver: This is for currently paid up members of the Varuna Alumni only. Alumni may opt to use their annual Application Fee Waiver (up to \$55) for this submission. If so, select 'Yes'. You will still need to pay the remaining \$65 via PayPal.
16. How did you hear about the Varuna Publisher Introduction Program?
17. I consent to the above: If you consent to the conditions above this field, select 'Yes'. Note that applications with 'No' in this field will not be eligible for selection as you have not consented to the conditions.
18. Date: click on the '...' button and select today's date from the calendar.
19. Submit your application: Your information will be sent to Varuna.
20. If you see no such indication and remain on the Form A page, there may have been an error (such as spaces in your phone number, or a required field left empty). Scroll back up the form and look for error messages in red such as invalid input. A reason will be displayed. Fix the problem and try again.

Step 2: The Payment Page (Part B)

After submitting the online form (Part A), you will be taken to Payment Page (Part B)

1. You can pay your Application fee via PayPal by clicking on the 'PayPal' button.
2. You will be taken to the PayPal website where you can pay the fee using your credit card or your PayPal account (if you have one).
3. When you have paid you will receive a paypal payment receipt. **Please keep this as your receipt.**
4. Following payment via PayPal, you will be taken to a Thank You page, with a link to the Submission Upload (Part C).

Step 3: Submission Upload (Part C)

Following the successful payment you will be taken to a Thank You page, with a link to the Submission Upload (Part C).

1. Fill in the fields.
2. Use the browse button to locate your PDF submission on your PC, remembering the naming and size restrictions as per above.
3. Once successfully uploaded you will be taken to a Thank You screen.

That completes your application.

As submitted applications are received and verified manually, Varuna will send an email acknowledgement to the applicant – **please allow up to one week.**

To ensure that you receive the email from Varuna, you need to add Varuna's email

address (varuna@varuna.com.au) to your address book and you may need to whitelist Varuna - click [here](#) for instructions.

If there is any problem with your application, Varuna will be in touch by email.

CLICK HERE TO CONTINUE TO APPLICATION FORM

Applications will open 15 September and close 30 October 2017