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Program Description

WELCOME TO THE ONLINE APPLICATION FOR GETTY/ACLS POSTDOCTORAL FELLOWSHIPS IN THE HISTORY OF ART

ACLS invites applications for **Getty/ACLS Postdoctoral Fellowships in the History of Art**, made possible by the generous support of the [Getty Foundation](#). These fellowships provide early career scholars from around the world with time to undertake research and/or writing for projects that will make substantial and original contributions to the understanding of art and its history. The program funds projects at all stages of development, and the ultimate goal of the project should be a major piece of scholarly work by the applicant. This program does not fund creative work (e.g., novels or films), textbooks, straightforward translation, or pedagogical projects.

Getty and ACLS share a commitment to fostering greater diversity within the academy and we ask reviewers to take diversity, equity, and inclusion as serious considerations. We are especially interested in supporting promising scholars who bring perspectives and backgrounds that are historically underrepresented in the field of art history, and who were trained at and/or affiliated with institutions from all regions of the world.

ACLS will award 10 fellowships, each with a stipend of \$60,000, plus \$5,000 for research and travel during the award period. The fellowships are portable: a fellow may elect to take up the award at any appropriate site for the work proposed, anywhere in the world.

Awards also include a special one-week residency at the Getty Research Institute in Los Angeles following the fellowship period. The

residency offers Getty/ACLS fellows a structured, personalized orientation to the Getty's rich holdings and provides a forum for them to network and present their research to each other and to Getty curators and staff.

Getty/ACLS Postdoctoral Fellowships may **not** be held concurrently with other significant fellowships and grants. Tenure of the award must encompass the entirety of the 2023-24 academic year, during which fellows must devote themselves to full-time research and writing. The residency for 2023-24 Getty/ACLS Fellows will be held for three days in July 2024 (the exact dates are to be announced).

Before beginning your application, you will be asked several questions designed to determine preliminary eligibility for this program. Once you have answered these basic eligibility questions, please read all instructions, including those in the REFERENCE LETTERS and PROPOSAL UPLOAD sections, before beginning to fill out the application form.

Completed applications must be submitted online no later than 9 pm, Eastern Daylight Time, October 27, 2022. Notifications will be sent via email by late March 2023. [Click](#) for more information.

ELIGIBILITY

1. Applicants must have a PhD that was conferred between September 1, 2017 and December 31, 2021.
2. Applicants who earned their PhDs in any humanistic field may apply, so long as they demonstrate that their research draws substantially on the materials, methods, and/or findings of art history, and contributes to the field. Scholars may propose new approaches to art historical scholarship and/or explore connections between art history and other humanistic disciplines.
3. This program welcomes proposals from applicants from anywhere in the world, without restriction as to citizenship, country of residency, location of work proposed, or employment.
4. An application must be completed in English by the applicant.

APPLICATION REQUIREMENTS

Applications must include:

- Completed application form

- Proposal (no more than ten pages, double spaced, in Times New Roman 11-point font). The proposal must include the following subsections, and you may allocate available page space among these three sections as you see fit:
 - **Project Description**, including a summary of the project's current stage of development, grounding in the relevant scholarly literature, theoretical framework(s), and significance for the field.
 - **Project Workplan**, including a description of what will be accomplished during the fellowship term; what methodological approach(es) and materials will be used; the scholar's preparation to undertake the work described therein; and a rationale for the proposed research site(s).
 - **Expected Products** (book, journal article, digital project, etc.)
- Up to three additional pages of images or other supporting non-text materials (optional). Each image should include a citation, photo or image credit (where applicable), and a one-to-two sentence explanation of why the image was selected for inclusion.
- A brief personal statement of up to one page (double spaced, Times New Roman 11-point font) describing your intellectual trajectory.
- Writing sample of no more than 15 pages, inclusive of title page, images, and all footnotes/endnotes, double spaced, in Times New Roman 11-point font; the sample may be a complete work or a representative excerpt from a book or journal article. Writing samples must be in English, though citations may be in other languages (with translations provided). **Excerpts from books and journals that do not meet the formatting guidelines will not be accepted.** An application containing a writing sample that does not conform to stated length and formatting requirements will be deemed ineligible for competition.
- Project bibliography (no more than two pages, without annotation, in any format)
- Publications list (no more than two pages, in any format)
- Two reference letters

Please note: All applicants must have an [ORCID iD](#).

EVALUATION CRITERIA

Peer reviewers are asked to be mindful of ACLS's commitment to

inclusive excellence, and of how equity and diversity are integral components of merit. We are especially interested in supporting scholars who were trained at/are affiliated with institutions of all types from all regions of the world, and who bring perspectives and backgrounds that are historically underrepresented in the field of art history. In addition, peer reviewers in this program are asked to evaluate all eligible proposals on the following four criteria:

1. The potential of the project to advance the field of art history and make an original and significant contribution to knowledge of art and its history.
2. The quality of the proposal with regard to its methodology, scope, theoretical framework, and grounding in the relevant scholarly literature.
3. The feasibility of the project and the likelihood that the applicant will execute the work within the proposed time frame.
4. The applicant's scholarly record and potential for scholarly achievement, taking into account the relative advantages and constraints on resources for the proposed project and over the course of the applicant's doctoral training and early career.

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3. This program welcomes proposals from applicants from anywhere in the world, without restriction as to citizenship, country of residency, location of work proposed, or employment.
4. An application must be completed in English by the applicant.





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Instructions

You may make as many visits to your application as you wish, and revise any information in your application until it has been submitted. In order to be considered, your application must be complete and in SUBMITTED status at **9 pm, Eastern Daylight Time, October 27, 2022**. **You should complete the REFERENCE LETTERS section as soon as possible since your letter writers will also have until the application deadline (October 27) to submit their letters.**

This application consists of three parts: the application form itself, the uploaded documents (see [PROPOSAL UPLOAD](#)), and reference letters (see [REFERENCE LETTERS](#)).

BEFORE BEGINNING the application form, please read the Instructions regarding the [PROPOSAL UPLOAD](#) and the [REFERENCE LETTERS](#), as well as the following technical instructions.

A. HOW TO SAVE AND SUBMIT YOUR DATA.

1. Do not use your browser's "BACK" or "FORWARD" buttons for navigation. Instead, use the menu on the left to navigate between screens or the "SAVE AND CONTINUE" button at the bottom of each screen to take you to the next application screen.
2. You must **SAVE each time you leave a screen**. If you do not click on SAVE, anything entered since you last hit SAVE on that screen will be lost. (Any work from a previous session will be retained, but any new entries will be lost.) The SAVE button is on the bottom of your screen.
3. You may work on your application in as many sessions as you

wish, and the status of your application will be **IN PROCESS** until you submit it. Once you are satisfied that your application is complete, you must go to the SUBMIT APPLICATION screen and select **SUBMIT APPLICATION**. Once your application has been SUBMITTED, it cannot revert to IN PROCESS status.

4. When you have completed your application, pause to check it one last time. We strongly suggest that you print and read your application before submitting it, so that you can be sure there are no further revisions you wish to make. Your print copy should include your uploaded document.
5. Your application status bar must show SUBMITTED at 9 pm, Eastern Daylight Time, October 27, 2022 in order for it to be considered. ACLS will take no responsibility for applications that are not in SUBMITTED status at the deadline. **Once your application has been SUBMITTED, even if it was submitted before the final deadline, no changes will be permitted.**
6. We strongly urge you to print out and save a copy of the final version of your SUBMITTED application. Your print copy should include your uploaded document.

B. HOW TO ENTER DATA.

1. You may begin completing the application at any section.
2. What you type into the form is exactly what will be seen by our reviewers. Therefore, please fill out the form carefully, paying attention to spelling, punctuation, grammar, and case. (For instance, do not use all caps.)
3. Text boxes will hold only a limited amount of text. Where longer answers are permitted, the number of available characters will normally be indicated. We suggest that you type rather than paste your response. If you paste your response, be sure your character count does not exceed the limit: excess text may appear on the screen but will not print and will not be visible to reviewers. Examine your print application to be sure your response is complete.
4. Dates should always be entered in the format mm/yyyy or mm/dd/yyyy where indicated. Where an entry continues into the present, please simply leave the ending date blank (mm/yyyy - [blank]).
5. Begin typing all answers at the extreme left hand side of the response area or box; do not leave a space or indent at the

beginning of your answer.

C. HOW TO GET HELP.

1. If you have questions about the application process, please consult FAQ. If your question is not answered there, click on the "OFA HELP" link that appears on the blue bar at the top of each screen to submit your query.
2. If you are unable to use the "OFA HELP" link that appears on the blue bar at the top of each screen (after this one), contact ofahelp@acsls.org with questions. (Please use the "OFA HELP" link instead if possible.)

Good luck with your application!

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Contact Information

Salutation

Dr.

First Name

Katie

Middle Name/Initial

Last Name

Altmann

Suffix

Preferred Pronouns

Primary Email Address

(should be valid through May 2023)

ORCID iD

ACLS requires all applicants to provide an ORCID iD as part of their application. [Learn more.](#)

The record search feature works for public ORCID records only. ([click here](#) to search ORCID)

Office Information (if applicable)

Office Address

City

State

Select One

(IF NOT U.S.)

Zip/Postal Code

(if using a ZIP-plus-4 code, please include hyphen)

Country

(IF NOT U.S.)

Telephone

() - , ext.

(IF NOT U.S.)

Home Information

Home Address

City

State

Select One

(IF NOT U.S.)

Zip/Postal Code

(if using a ZIP-plus-4 code, please include hyphen)

Country

(IF NOT U.S.)

Telephone

() - , ext.

(IF NOT U.S.)

Which is your preferred mailing address?

Select

(Be sure to indicate your preferred mailing address.)

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Thank you for your responses to the following demographic questions. Your answers help us better understand the communities we are serving through this fellowship program and support our goal of promoting inclusive excellence in the humanities and interpretive social sciences.

I identify my gender as

I prefer not to answer this question.

With which group or groups do you most identify?

- Non-Hispanic White
- Black or African American
- Latina/o/x or Hispanic
- American Indian or Alaskan Native
- East Asian American
- South Asian American
- Native Hawaiian or other Pacific Islander
- Middle Eastern or Arab American
- Other:

I prefer not to answer this question.

Do you identify as a first-generation college graduate? Select

Have you ever served on active duty in the Select

US Armed Forces, Reserves, or National Guard?

Do you have a disability, including but not limited to a sensory, mobility, developmental, psychological, or other impairment? Select

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 PhD

Degree received from

(To ensure proper processing of your application, your institution's name must be displayed correctly. Enter a few letters of your institution's name to search against our database. **Use the full name, not an acronym or abbreviation.**)

Date received

/ /

(mm/dd/yyyy)

PhD major discipline

Title of doctoral dissertation

(150 max character limit: *character count = 0*)

Name of dissertation supervisor

 Master's Degree

Degree received from

(To ensure proper processing of your application, your institution's name must be displayed correctly. Enter a few letters of your institution's name to search against our database. **Use the full name, not an acronym or abbreviation.**)

Select a degree

Select One

Date degree received

/

(mm/yyyy)

Master's degree major discipline

BA/BS

Degree received from

(To ensure proper processing of your application, your institution's name must be displayed correctly. Enter a few letters of your institution's name to search against our database. **Use the full name, not an acronym or abbreviation.**)

Date received

/

(mm/yyyy)

BA/BS major discipline

Other Degrees

List any additional degrees

(150 max character limit: *character count = 0*)

Languages

List up to six languages you can use, indicating proficiency in reading, speaking, and writing. *(Use E=Excellent, G=Good, F=Fair or less, N/A=Not applicable.) If you are either a Native Speaker or Heritage Speaker of a language, please indicate by checking the appropriate box.*

Language	Reading	Speaking	Writing	Native Speaker	Herita
	*	*	*		
	*	*	*		
	*	*	*		
	*	*	*		
	*	*	*		
	*	*	*		





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Current Position: Scholars working within and beyond the academy are welcome to apply.

Position

Select One

Please choose the most appropriate option from the list that describes your current position. If you hold concurrent positions with more than one institution, please use this drop-down to describe the position you consider as your primary role/affiliation here. You may designate a second (concurrent) affiliation below.

If you selected "Nonacademic / Other" or "Independent Scholar", please include your current title and organization, as applicable:

Discipline

If you have an academic title, please indicate here the discipline you would use in completing the title, for example, Assistant Professor of Architecture, Visiting Assistant Professor of Comparative Literature, etc. Write *only* the name of your discipline, not your professional title. If you selected "Independent Scholar" or "Nonacademic/Other", please enter the primary discipline in which you conduct your research.

Specialization

**Academic department
(if applicable)**

**Institution
(if applicable)**

(To ensure proper processing of your application, your institution's name must be displayed correctly. Enter a few letters of your institution's name to search against our database. **Use the full name, not an acronym or abbreviation.**)

Date you began this position

/

(mm/yyyy)

Are you tenured?

Select

Second Institution (if applicable)

If you are currently affiliated with more than one institution, please list the second institution here.

Date you began this position

/

(mm/yyyy)



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Positions Held

List positions held (professional, teaching, administrative, curatorial) since college graduation, beginning with current position. Give name of institution, title, and approximate dates of employment for each.

Please remember:

- use only numbers in the date fields, for example, 09/1995
- use the format mm/yyyy throughout
- where an entry continues into the present, leave the "To" field blank

Institution/Employer

Title

From

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To

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Institution/Employer

Title

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Institution/Employer

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Awards

Beginning with the most recent, list up to eight of the grants, fellowships, scholarships, academic honors, or awards you have received, giving in each case the dates, purposes (tuition, travel, expenses, prize stipend, etc.), and, if funded, the approximate amounts. If you are listing only selected awards, choose those that are most significant. Please do not be concerned if you cannot recall exact dates or amounts, and do not feel you must use all eight entries.

Please DO NOT enter funding for a standard award package provided to all or most students within your doctoral program. Please enter only competitively or honorarily awarded funding below.

Please remember:

- use only numbers in the date fields, for example, 09/1995
- use the format mm/yyyy throughout
- where an entry continues into the present, leave the "To" field blank
- use only numbers in all dollar amount fields, for example, 1000

Award

Award Type

Select One

From

/

To

/

Amount

Purpose

Award

Award Type

Select One

From

/

To

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Amount

Purpose

Award

Award Type

Select One

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Purpose

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In the text boxes below, please type rather than paste your response. If you paste your response, be sure your character count does not exceed the limit. Excess text may appear on the screen but will not print and will not be visible to reviewers. Examine your print application to be sure your responses are complete.

Do not use hard returns.

Research Proposal Title

(250 max character limit: *character count = 0*)

Research Proposal Abstract

(800 max character limit: *character count = 0*)

If there is a web page associated with your project, please provide the URL here:

(Optional)

Please use this space to concisely state the broad significance of your project to the study of art and its history. Bear in mind that your proposal will be reviewed by scholars within your specific subfield, as well as others from across the full breadth of the field of art history, and it will be evaluated on your project's potential to make a substantial and original contribution to the field. You should refrain from employing overly technical language that may make this significance unclear to scholars who work in other geographies, time periods, or media.

Significance of your project to the field of art history

(2000 max character limit: *character count = 0*)

If you are planning to conduct your proposed research project in a particular location, please specify where and when you plan to do so. Please be brief and give your response in this format: semester/location. Longer explanations of research plans should be included in your proposal document.

Proposal Location

(150 max character limit: *character count = 0*)

In what specific field(s) of art history is this project located?

(150 max character limit: *character count = 0*)

Countries or Geographical Areas

List any countries or geographical areas on which your research is focused.

1.

Select One

2.

Select One

3.

Select One

4.

Select One

Other

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Applicants are required to fill out the sections below. Please note that your answers to questions on this page are collected for statistical and administrative purposes. Thank you for helping ACLS better understand the community we serve through this fellowship program.

 Administrative Information

Please remember:

- use only numbers in the date fields, for example, 09/1995
- use the format mm/yyyy throughout, except where mm/dd/yyyy is specifically requested
- where an entry continues into the present, leave the "To" field blank

Current salary

(do not add benefits or summer salary).

What is your country of citizenship?

Select One

If Other, enter country

 Sources of Support - Confirmed

List other sources of support, for example, sabbatical salary, **ALREADY CONFIRMED** in connection with your proposed research project or planned period of research leave. Also indicate the approximate amount of funding and period of support.

Source

From

/

To

/

Amount

Source

From

/

To

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Amount

Source

From

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To

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Amount

Sources of Support - Applying

List other major funding sources, with approximate amount and tenure period, to which you **ARE APPLYING** for your present research proposal.

Source

From

/

To

/

Amount

Source

From

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To

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Amount

Source

From

/

To

/

Amount

Statistical Purposes Only

Date of birth

/ /

(mm/dd/yyyy)

Informational Purposes Only

1. How did you learn about ACLS fellowship programs? (Please select all that apply.)

Higher Education publication (e.g., Chronicle of Higher Education, Inside Higher Ed)

Department newsletter or bulletin board

Dean or other administrator

Office of Sponsored Research/Grants and Fellowships

ACLS website

Other website

Please specify:

Former fellows

Social media

Please specify:

Other/informal communication

Please specify:

2. Please identify the ACLS member scholarly societies or ACLS affiliate organizations (if any) of which you are a member or with which you have an affiliation. (Please check all that apply.)

ACLS Constituent Learned Societies

African Studies Association
American Academy of Arts and Sciences
American Academy of Religion
American Anthropological Association
American Antiquarian Society
American Association for Italian Studies
American Association for the History of Medicine
American Association of Geographers
American Comparative Literature Association
American Dialect Society
American Economic Association
American Folklore Society
American Historical Association
American Musicological Society
American Numismatic Society
American Oriental Society
American Philosophical Association
American Philosophical Society
American Political Science Association
American Society for Aesthetics
American Society for Eighteenth-Century Studies
American Society for Environmental History
American Society for Legal History
American Society for Theatre Research
American Society of Church History
American Society of Comparative Law
American Society of International Law
American Society of Overseas Research
American Sociological Association
American Studies Association
Archaeological Institute of America
Association for Asian Studies

Association for Jewish Studies
Association for Slavic, East European, and Eurasian Studies
Association for Study of African American Life and History
Association for the Advancement of Baltic Studies
Association of American Law Schools
Austrian Studies Association
Bibliographical Society of America
College Art Association
College Forum of the National Council of Teachers of English
Dictionary Society of North America
Economic History Association
German Studies Association
Hispanic Society of America
History of Science Society
International Center of Medieval Art
Latin American Studies Association
Law and Society Association
Linguistic Society of America
Medieval Academy of America
Metaphysical Society of America
Middle East Studies Association of North America
Modern Language Association of America
National Communication Association
National Council on Public History
National Women's Studies Association
North American Conference on British Studies
Oral History Association
Organization of American Historians
Philosophy of Science Association
Renaissance Society of America
Rhetoric Society of America
Shakespeare Association of America
Sixteenth Century Society and Conference
Society for American Music
Society for Cinema and Media Studies
Society for Classical Studies
Society for Ethnomusicology
Society for French Historical Studies
Society for Military History
Society for Music Theory

Society for the Advancement of Scandinavian Study
Society for the History of Authorship, Reading and Publishing
Society for the History of Technology
Society of Architectural Historians
Society of Biblical Literature
Society of Dance History Scholars
World History Association

ACLS Affiliates

Association for Research on Nonprofit Organizations and Voluntary Action (ARNOVA)
Association of American Colleges and Universities
Association of Art Museum Curators
Association of College & Research Libraries
Association of Research Libraries
Canadian Federation for the Humanities and Social Sciences
Center for Research Libraries
Community College Humanities Association
Consortium of Humanities Centers and Institutes
Federation of State Humanities Councils
International Society for Third-Sector Research
Phi Beta Kappa

3. Please identify all ACLS fellowship programs (if any) to which you have previously applied.

ACLS Fellowship
ACLS Collaborative Research Fellowship
ACLS Digital Extension Grant
ACLS Digital Innovation Fellowship
ACLS Emerging Voices Fellowship
ACLS Leading Edge Fellowship
ACLS New Faculty Fellows
Charles A. Ryskamp Research Fellowship
Frederick Burkhardt Residential Fellowship
Getty/ACLS Postdoctoral Fellowships in the History of Art
Luce/ACLS Dissertation Fellowship in American Art
Luce/ACLS Fellowships in Religion, Journalism & International Affairs
Luce/ACLS Program in China Studies

Mellon/ACLS Community College Faculty Fellowship
Mellon/ACLS Dissertation Completion Fellowship
Mellon/ACLS Public Fellows
Mellon/ACLS Scholars & Society Fellowship
The Robert H. N. Ho Family Foundation Program in Buddhist
Studies
African Humanities Program
CCK Comparative Perspectives on Chinese Culture and Society

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PLEASE NOTE: You MUST ENTER YOUR REFEREES on the Reference Letters page BEFORE they can log in to use the online references system. Please do not ask them to access the system until you have done this. Once you have entered the information and clicked the "send email" button, an email will be automatically generated with appropriate instructions to the referee.

Two letters of reference are required. We suggest that you secure as referees scholars competent to judge both the present research proposal and your past scholarship. It is ideal to select referees who can demonstrate the breadth of your scholarly network; if possible, you should not select two referees who are affiliated with the same institution, or with your own PhD institution. ACLS does not accept reference letters from dossier services, such as Interfolio or university-based services. [Why?](#)

Letters of reference must be submitted online. It is your responsibility to convey information about your proposal to your referees. After your referees have agreed to write on your behalf:

- Tell your referees to expect an email from ACLS.
- Make absolutely certain you have the correct email address for each referee.
- Enter each referee's name and email address by clicking on the "Add Referee" link at the bottom of this page. Please capitalize the name properly.
- Once you have entered the information and clicked the "send email" button, an email will be automatically generated with appropriate instructions to the referee.

- It is not necessary to enter all referees at the same time. You can return to this screen at any time to enter referees.
- Your referees will not receive an email to begin this process until you have entered the information and clicked the "send email" button.

No more than two letters of reference will be accepted.

- Enter only two referees. It is possible to enter additional referees, but you should do this only if you learn that a referee is unable to complete the promised letter.
- **The first two letters submitted will be the letters on file in support of your application.** Once two letters have been submitted, another referee attempting to submit a letter for you will be prevented from doing so. Be careful not to put anyone in this situation.

If you learn that your referee did not receive an email with instructions, check the email address and then enter the information again using the "Add Referee" link below to have the email sent again. (While the email will be resent, you will not see anything here to indicate it. Also, you will not be able to enter the information again if the referee has begun your letter already.)

For your information, the online reference process requests referees to comment on the applicant as a scholar and professional and on the specific proposal to ACLS. Referees are asked to evaluate the scholar's ability to conduct and complete the project proposed, as well as the importance of this project within art history and the specific subfield(s) to which it relates.

Letters of reference are due by the application deadline, October 27, 2022. It is your responsibility to check online to see whether letters have been submitted. The system will continue to accept letters for a few days after the deadline and will add them to your application at the earliest possible time, though we cannot guarantee that they will accompany your application through our entire review process.

You may wish to print this page so that you have this information after the application deadline. This page will not be included as part of your view/print application.



No recommenders entered. Click the "Add Recommender" button to request a letter.

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To complete your application package, in addition to the application form, you must upload the following items: a proposal, a bibliography, a publications list, a brief personal statement, and a writing sample. Your proposal, bibliography, publications list, and brief personal statement should be uploaded as one continuous document; the writing sample should be uploaded as a separate document. (You will upload a total of two documents.) **Documents must adhere to the page limits and formatting requirements in order to be deemed eligible for review.**

1A) PROPOSAL:

In preparing this material, please keep in mind that our review process consists of two stages. At the first stage, your proposal will be read by two established scholars who may or may not specialize in the particular subfield(s) covered in your proposal. At the second stage, applications are reviewed by a panel of scholars whose collective expertise covers a wide range of art historical scholarship.

The proposal must include the following subsections, and you may allocate available page space among these three sections as you see fit. Please title your proposal in a brief, descriptive way and clearly label each of the subsections:

- **Project Description**, including a summary of the project's current stage of development, grounding in the relevant scholarly literature, theoretical framework(s), and significance for the field.
- **Project Workplan**, including a description of what will be accomplished during the fellowship term; what methodological

approach(es) and materials will be used; the scholar's preparation to undertake the work described therein; and a rationale for the proposed research site(s).

- **Expected Products** (book, journal article, digital project, etc.)

In addition, if your project is part of a collaborative undertaking, it is essential to explain that context and describe your relationship to the other participants. Please also list the names of your colleagues and indicate whether or not those individuals are also applying for ACLS fellowships in the current competition.

The proposal must not exceed 10 double-spaced pages in Times New Roman 11-point font. Any footnotes and endnotes must be included within those 10 pages. You may, however, include up to 3 additional pages of images or other supporting non-text materials. For each image, include a citation, photo or image credit (where applicable), and a one-to-two sentence explanation of why the image was selected for inclusion.

1B) BIBLIOGRAPHY:

The bibliography should provide an overview of essential references for your project, and should balance the various sorts of key materials being used.

The bibliography must not exceed 2 pages, and should be double-spaced between entries.

1C) PUBLICATIONS LIST:

This should be a list of your representative publications and should include titles, dates of publication, names of publishers or journals, and numbers of pages.

Your publications list must not exceed 2 pages, and may be in whatever format you normally keep it.

1D) PERSONAL STATEMENT:

Please provide a short personal statement describing your intellectual trajectory.

The personal statement must not exceed 1 page, double spaced,

in Times New Roman 11-point font.

2) WRITING SAMPLE

The writing sample may be up to 15 pages of double-spaced text in Times New Roman 11-point font. Any images, footnotes, or endnotes, must be included within the 15 pages. The sample may be a complete work or a representative excerpt from a book or journal article. Writing samples must be in English, though citations may be in other languages (with translations provided). **Excerpts from books and journals that do not meet the font/formatting guidelines will not be accepted.** An application containing a writing sample that does not conform to stated length and formatting requirements will be deemed ineligible for competition.

The writing sample must not exceed 15 pages of double-spaced text in Times New Roman 11-point font. All citations (you may use footnotes or endnotes) and illustrations must be included within the 15 page limit.

DOCUMENT SPECIFICATIONS:

- Items 1a, 1b, 1c, and 1d must be uploaded as one continuous document.
- Item 2 should be uploaded as a separate, second document.
- Margins must be at least one inch on all sides.
- Use Times New Roman 11-point font for all uploaded documents.
- There is a 3 MB limit on the size of your upload. This means that the combined size of the two files uploaded, including any graphics or other supporting materials, cannot exceed 3 MB.
- Your application will be converted to Portable Document Format (.pdf). Keep formatting simple to avoid problems in the converted document.
- If your proposal includes non-Romance language, please view it after uploading to be sure these characters convert properly. If not, you may have to convert your document to .pdf and upload again to resolve formatting problems.
- Use the header/footer function to number pages. (Do not type the numbers directly into each page of your document text.) You may number pages consecutively throughout the entire document, or you may number the different sections separately. (Page

numbers are most helpful on the proposal and the writing sample, so you may omit them on the other items if you wish.)

- If you have difficulty with your upload, consult the [FAQ/technical support](#) before contacting OFA HELP.

INSTRUCTIONS FOR UPLOADING YOUR DOCUMENTS:

The proposal elements should be collated in this order—proposal, bibliography, publications list, and personal statement—and uploaded as one file. The writing sample should be uploaded as a separate, second document.

Files will be accepted in the following formats **ONLY**:

Microsoft Word (.doc or .docx), Text only (.txt), or Adobe Portable Document Format (.pdf). **Your file MUST include the appropriate extension** (e.g., ".doc"); if you are on a Mac, you will need to enter the extension as part of the file name.

The "SELECT" button below will allow you to browse your computer system to select the file that you wish to upload. There will be a brief pause after you select the file for the system to process the file for uploading. After that is complete, you must click "UPLOAD FILE" to begin the document conversion. When the upload is complete, your file name should appear under "FILE UPLOADED" below as a link. You can confirm that the file has uploaded successfully by clicking on that link and viewing your file. Sometimes the process takes a little time: if your file name does not appear as a link, you can refresh the screen using the link that appears below, or simply leave this screen and come back to it.

As long as your application is still "In Process," you can upload revised versions of your document by simply repeating the upload process and selecting the new/revised version. (This may have the same file name or a new file name.) When you click on "Upload File" the revised version will be recorded and the old version erased.

After uploading, please check your file to be sure it has uploaded successfully.

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Writing Sample:



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Before submitting your application, make sure you have

- answered all appropriate questions
- completed and **saved** all screens
- uploaded successfully your proposal and accompanying documents

We suggest that you [view and/or print your application](#) one last time before submitting it since **no revisions are allowed after submission**. Your [view/print](#) copy should include your uploaded document. If it does not, click the OFA HELP button above for assistance.

***Please note** that, by the application deadline, you must complete the REFERENCE LETTERS section in addition to submitting your application.

An application that is submitted, but is not complete, will not be considered.

An application that is complete, but is not submitted, will not be considered.

I have completed the application, and would like to **SUBMIT** it for ACLS consideration.