



SUMMARY OF SDW/EG RECOMMENDATION COMMITTEE EVALUATION PROCEDURES

Applicant submits Preview Pages (4 copies, double-spaced) with Preview Pages Submission Form to Manuscript Coordinator (“MC”) and \$20 check or money order.

MC:

- Assigns control number and inserts on all four copies of Preview Pages
- Within 5 days of receipt, selects Previewing Panel of three and transmits one copy of anonymous Preview Pages to each, with control number, with stamped, self-addressed envelope for return to MC.

Previewing Panel

- Critiques the Preview Pages
- Mails brief critique to MC, if rejected, or notifies MC if accepted.

MC, either

- Deposits Application Fee and mails two copies of Acceptance for Review Notice (“ARN”) to Applicant, retaining one ARN with Preview Pages – OR –
- Mails Invitation to Revise and Submit Notice (“IRRN”), Preview Panel critique(s) and Applicant’s check or money order to Applicant.

Applicant Receiving ARN:

- Mails one copy of executed ARN and four copies of Maximum Pages to MC.

MC, within five days of receipt of Maximum Pages:

- Inserts pre-assigned control number on all four copies of Maximum Pages and reviews to ensure that the Preview Pages were the first three pages of the Maximum Pages.
- Selects three-member Evaluation Panel, excluding any previewing member who rejected the Preview Pages and transmits Evaluation form (with submission number, genre and type of submission completed) and one set of Maximum Pages to each panel member, together with stamped, self-addressed envelopes for return to MC.

Evaluation Panel:

- Within thirty (30) days, evaluate the Maximum Pages according to the Evaluation form and return completed Evaluation and Maximum Pages to MC.

MC, prior to expiration of forty-five (45) days from receipt of Maximum Pages:

- Tallies final recommendation from Evaluation form and issues recommendation to Applicant. Provides copy of completed Evaluations to Author and retains copy for SDW/EG.
- Notifies Webmaster and Newsletter Editor of any “Highest Recommendation”



**PROCEDURE FOR
SAN DIEGO WRITERS/EDITORS GUILD
EVALUATION COMMITTEE**

PURPOSE OF COMMITTEE AND PROCEDURES. To review unpublished memoirs and fiction, other than poetry, written by members of the San Diego Writers/Editors Guild ("SDW/EG") and to issue, when justified, an opinion on whether or not the work submitted should receive any one of the following recommendations from the SDW/EG: (I) highest recommendation, (ii) highly recommended, (iii) recommendation, or (iv) no recommendation, with SDW/EG's permission for the author to cite the opinion to others.

1. Establishment of SDW/EG Evaluation Committee.

a. Number of Committee Members, Composition and Term. The Board of Directors will establish an SDW/EG Recommendation Committee ("SRC"), which shall consist of no less than two, and no more than ten, female committee members and no less than two, and no more than ten, male committee members ("SRC Members"). Each SRC committee member shall be a fully-paid member of SDW/EG. Each SRC member will serve for two (2) years or resignation, whichever is earlier.

b. Manuscript Coordinator. In addition to the minimum of four (4) members, at least one person shall serve as the Manuscript Coordinator for the SRC to ensure anonymity of the authors submitting work for the SRC's consideration. The Manuscript Coordinator will not vote on any work submitted, but he or she will be entitled to vote on amendments to the Evaluation form or on any other matter that would not result in an impact on the author's anonymity during the evaluation process. The Manuscript Coordinator will be the Chair of the SRC.

c. Requirements for SRC Membership. SRC members are not required to be SDW/EG directors. Each member shall be approved by majority vote of the SDW/EG Board. The Board's vote may be taken by polling and need not be taken at a Board of Director meeting. A split vote shall be deemed to be a vote for acceptance.

2. Application for Acceptance in the SRC.

a. Background and Experience. To apply for and obtain SRC membership the applicant should be able to demonstrate to the SDW/EG Board that the applicant has the editing and/or evaluation skills required for fair and competent evaluation of manuscripts submitted to the SRC. The applicant may demonstrate those skills through (I) recommendations from SDW/EG members and/or published authors, (ii) the applicant's own writings, (iii) other relevant information provided in the applicant's written request for SRC membership.

b. Application Form. Each applicant shall complete and execute the **SRC Application Form**, a copy of which is provided in Addendum "A" to these procedures.

The completed form will be maintained by the Manuscript Coordinator for his or her use in selecting the composition of a reviewing committee.

3. SRC Evaluation Form.

a. Adoption. The SDW/EG Board adopted these procedures at a duly held meeting, and thereby adopted the **SRC Evaluation Form** ("SRCE") attached as Addendum "B," which may be amended by a majority of the SDW/EG Board.

b. Resolution of Disputes. Any dispute between SRC members that cannot be resolved by a majority vote of the Committee will be submitted in the form of a resolution to the SDW/EG Board. The resolution shall attach a copy of the submission involved. The vote of the SDW/EG Board shall control, and the vote may be taken by polling, instead of a meeting. A tie Board vote shall be deemed to be a vote in favor of the submission.

c. Override by SDW/EG Board. After the SRC has completed its review of a submission and prior to notification of the results to an author, the SDW/EG Board may request a review and may override the SRC recommendation by majority vote of the SDW/EG directors after motion duly made and full and fair consideration of the submission involved.

4. The Author's Procedure to Apply for an SRC Review.

Only SDW/EG members in good standing; i.e., with assessed dues fully paid, shall be entitled to submit their work for review and recommendation. When being considered by the SRC, all submissions will be anonymous through processing by the Manuscript Coordinator. Each submission shall conform to the following requirements:

a. Preview Procedures. The author shall complete the Preview Pages Submission Form shown in Addendum "C" hereto ("**the Application**") and submit it to the SDW/EG Manuscript Coordinator, together with four (4) copies of the first three (3), double-spaced pages of the work of fiction to be considered ("the Preview Pages") and a check or money order payable to SDW/EG in the amount of \$20.00 ("Application Fee").

If the author submits more than three pages for preview, the additional pages will not be considered and will not be processed nor returned. The Manuscript Coordinator will discard any pages in excess of three. The Preview Pages will not disclose the author's name. The author's name will be shown only in the application. *If the Preview Pages disclose the author's name, the Manuscript Coordinator will return them to the author as rejected without review.* The Preview Pages must be the first three pages of the Maximum Pages (defined below).

b. After Approval of Preview Pages. A maximum of three (3) chapters or thirty (30) double-spaced pages ("the Maximum Pages"), whichever is less will be considered by the SRC, *after an author's first three pages have been evaluated, and the author has been notified to submit the Maximum Pages.* The formatting guidelines for the Maximum Pages must be followed and are provided on the reverse of the Application.

The Author will not submit the Maximum Pages until after the SRC has notified the Applicant that the Maximum Pages will be accepted for evaluation in

accordance with the procedures set forth in Paragraph 5 below. The Maximum Pages will not be returned to the Author unless he or she has provided the SRC with a self-addressed envelope with sufficient postage for three copies of the Maximum Pages.

An Author whose Preview Pages have been accepted will receive, in duplicate, a Notice of Acceptance and Request to Submit form ("**Request to Submit,**" Addendum "D"). The Applicant will thereafter submit four (4) copies of the Maximum Pages, *including the Preview Pages, with a copy of the Request to Submit* to the Manuscript Coordinator.

The Maximum Pages will not disclose the Author's name, which will be disclosed only on the Request to Submit form. If the Maximum Pages disclose the author's name, they will be rejected without review. Once the Manuscript Coordinator has mailed the Request to Submit form to the Applicant, the Applicant's Fee shall be deposited by the SDW/EG.

c. Disposition The Author will be notified of the SRC evaluation within approximately sixty (60) days after the SRC's receipt of the Maximum Pages. The evaluation will be issued in accordance with the guidelines and procedures set forth in Paragraphs 5 and 6.

5. Processing the Submission by the SRC Manuscript Coordinator.

a. Assigning Submission Number. Upon receipt, the Manuscript Coordinator will assign a Submission Number to the Preview Pages. The Submission Number will be based on the year and the number received for that year; e.g., the tenth submission received in 2006 will be number 2006-10. The Submission Number shall be a control number to ensure author anonymity throughout the entire evaluation process, including SRC review of the Maximum Pages, if applicable. The Manuscript Coordinator shall enter the Submission Number on the Application and shall maintain a Submission Log that lists the submissions numerically by date received, title, author and disposition. The Submission Log shall be maintained by the SRC for a period of at least three (3) years from the date of the last submission on a page. If the Preview Pages disclose the author's name, they will be rejected without evaluation.

b. Processing the Preview Pages. Within five (5) days of receipt, the Manuscript Coordinator will mail the Preview Pages to three (3) SRC members for preview ("the Previewing Members"). When selecting the Previewing Members, the Manuscript Coordinator will take into account the SRC Member's critiquing experience and preferences disclosed on the member's application form and the type of writing involved in the submission under consideration. For example, if the Preview Pages are from a romance novel, the Manuscript Coordinator will attempt to ensure that Previewing Members will include persons who read or have had experience evaluating romance novels.

c. Evaluating the Preview Pages. At least three (3) members of the SRC shall evaluate the Preview Pages to determine whether or not the SRC will consider the Maximum Pages for issuance of an evaluation ("the Preview"). The majority vote of the Previewing Members shall control. Within five (5) days of receipt of the Preview Pages, the Previewing Members will submit their opinions of the Preview Pages to the Manuscript Coordinator, either by written comments on the Preview Pages or by separate letter or e-mail.

d. Procedure for Rejected Preview Pages. If at least two of the three

Previewing Members reject the Application for review and recommendation, the Manuscript Coordinator will return the Author's check or money, together with If the Preview Pages are rejected for full evaluation of the Maximum Pages, the Previewing Members will make comments with a view to providing constructive criticism to the Author. Where possible, the Previewing Members should recommend to the Author a book or article on the craft of writing that will address the particular weaknesses in the submission.

e. Procedure for Accepted Preview Pages. The Manuscript Coordinator will issue to an Author whose Preview Pages have been accepted for evaluation of the Maximum Pages two (2) copies of a "Notice of Acceptance for Evaluation and Request to Submit Maximum Pages ("**Acceptance Notice,**" Addendum "D"). The Acceptance Notice will include the Submission Number. Upon mailing the Acceptance Notice, the Manuscript Coordinator shall cause the Application Fee to be deposited into an SDW/EG bank account.

f. Procedure upon Receipt of Maximum Pages.

(1) The Manuscript Coordinator. The Maximum Pages must be submitted with a copy of the Acceptance Notice and must not contain the author's name. If these two conditions are not met, the Manuscript Coordinator will contact the Author to resolve the problem. Within five (5) days of receipt of four (4) copies of the Maximum Pages and one (1) copy of the Acceptance Notice, the Manuscript Coordinator will:

(a) select the three-member SRC Evaluation Panel ("the Evaluation Panel"), which will exclude any Previewing Member who rejected the Preview Pages, and

(b) mail the Maximum Pages to the Evaluation Panel, together with stamped, self-addressed envelopes for their return to the Manuscript Coordinator.

(2) The Evaluation Panel Members. Within thirty (30) days of receipt of the Maximum Pages, the Evaluation Panel members will judge the Maximum Pages and return them to the Manuscript Coordinator with a completed SRCE. Evaluations will be conducted in accordance with the SRCE.

(3) The Manuscript Coordinator. No more than forty-five (45) days after receipt of the Maximum Pages from the Author, or within seven (7) days of receipt of the SRCE from the Evaluation Panel, whichever is later, the Manuscript Coordinator will:

(a) tally the SRCE received from the Evaluation Panel to calculate the SRC opinion,

(b) enter the date of issuance of the SRC opinion in the Submission Log,

(c) draft a letter to the author to convey the SRC opinion, including the tally as to each question, and return the Maximum Pages to the Author if the Author has provided the stamped, self-addressed envelope for return, and

(d) notify the SDW/EG Board, the Newsletter Editor and Webmaster of any submission receiving a "Highest Recommendation."

g. Disposition of Evaluated Maximum Pages. The Maximum Pages will not be returned to the Author unless an envelope has been provided as required in these

procedures. One copy of the Maximum Pages and all other documents involved with the Submission, including the completed SRCE, will be retained by the SRC for a period of three (3) years.

h. Disposition of the Completed SRCE. The MC will retain a copy of the completed evaluations, but will transmit a copy to the author.

6. Resubmissions. An Author who has received an Acceptance Notice, after issuance of the SRC opinion, may revise the work pursuant to the evaluation and resubmit without going through the preview process. Four (4) anonymous copies of the resubmission must be accompanied by a copy of the Acceptance Notice and four (4) copies of the SRC opinion, an additional \$20.00 Application Fee, and a stamped, self-addressed envelope for return of manuscript copies, if desired. A resubmission may enable an author to achieve a higher recommendation after revisions to the areas covered by the questions that received any "No" responses.

Before transmitting the resubmission to the same Evaluation Panel, if possible, the Manuscript Coordinator will compare the resubmission to the original submission. If it is identical to the first submission, the Manuscript Coordinator will reject it and return it to the Author, together with the resubmission fee. Otherwise, the Manuscript Coordinator will transmit it to the same Evaluation Panel, together with each panel member's SRCE for review of the resubmission. The Manuscript Coordinator will assign the original submission number and an "R" for "resubmission," together with a number for the resubmission number; e.g., 2006-10R-1.

7. Use of SRC Opinion. An Author who has received an SRC opinion is authorized by the SDW/EG to refer to the opinion in any query to an agent, publisher or other person. The SRC opinion will be valid for three (3) years from the issue date.

8. Miscellaneous. The Manuscript Coordinator may develop forms as required to facilitate the processing, except that no form may make express or implied representations inconsistent with these procedures. None of the addenda hereto may be revised without approval of the SDW/EG Board of Directors.

