

Just Write Chapter: Critique / Review Session Guidelines

1. Invitations for our **Critique Group Sessions** are sent on the 1st and 16th. The president or Session Leader sends chapter members an invitation (we use BCC for this email). Members who have something to submit respond to the invitation by the date & time listed.
2. The critique group leader divides the session participants into several groups. The participants are loosely assigned to these groups per genre or per preference.
3. Edit a piece of your writing – please do not send first drafts. You must have already edited the piece yourself or by someone else, but No Rough Drafts. The submitted piece needs to contain **3,200** words or less. Format the document as a Word doc (or Word compatible doc) with **at least 12 point font**, a **SERIF font** (i.e. Times, Bodoni, Palatino, Schoolbook, Georgia, Cambria, etc.) and **1 1/2 or double line spacing**. These are common writing standards. Do not submit a document typed in Calibri 11 pt.
4. If you submit a **chapter** from the middle of your story/novel, include a **short** summary of what happened so far to provide story context. Put the summary or synopsis at the top. *Summaries do not count toward the 3,200-word total and can be single-spaced.*
5. The Session Leader emails participants a spreadsheet with names and email addresses of session participants. You attach your submission to an email and send it to the folks in your group; soon you'll receive submissions from these authors. Save the submissions on your computer where you'll open and review them plus add comments.
6. The **file name** of your submission needs to include the working title (or abbreviation) of the piece and the **name or initials of the author**, like this: **SummerGhost-Ch1-AnnG.doc** or **HomeAgain-Ch6-SPollock.docx** Some members also add the critique session number to their file name like this: **CG201-BehindtheStory-CarolW.docx**
You don't need to include your name within the document, but you **must** add your name or initials to the **file name** – please don't make us guess who wrote it.... :-)
7. Most of us use **Tracking Changes** in Word to highlight and make suggestions; we also use the **Comments** feature. You can also add suggestions and comments by using a **different colored font** or by **highlighting**. At the end of the piece, reviewers often write a quick note with their overall impression of the piece. I use a different color font to do this.
8. Before you return a submission, add **your name or initials** to the end of the file name, like: **SummerGhost-Ch1-AnnG_reviewLisa.doc** or **SummerGhost-Ch1-AnnG_MM.doc**
Please be courteous to other members and do this step. It allows authors to put their reviews into one computer directory, which we cannot do if the file names are all the same.
9. Participants usually have **10 days** to review and return each other's submissions.
10. By the end of the session, email each reviewed document to the author. You should make at least **5 comments/suggestions** on each submission. Comments include grammar suggestions, praise for a sentence or paragraph, notes about parts that could use more action or detail, unexpected POV changes, plot holes, etc. :-)

From Just Write Chapter president

Updated Fall 2023

If you have any questions, let me know! Thank you.
Ann Gordon, president - Just Write