



SDW/EG Manuscript Review Committee

Manuscript Preview Submission Form

Complete and Mail to: Bob Doublebower, 1737 Mallow Ct., Carlsbad, CA
92011

Name _____ email _____ Telephone _____

Address _____

(Please type or print clearly)

Enclosed are:

1) Four (4) copies of the first three (3) double-spaced pages of:

Title _____ Genre: [] Fiction [] Non-Fiction [] Memoir

2) Check or money order for \$20.00 payable to the San Diego Writers/Editors Guild

3) Stamped, self-addressed envelope for return of 3 copies of three preview pages

I understand and represent that I am a member of SDW/EG, and I am the author of the enclosed Preview Pages and of the manuscript I intend to submit for consideration by the Manuscript Review Committee (MRC). The Preview Pages are the first three (3) pages of the manuscript I intend to submit in accordance with the SDW/EG policies and procedures.

Policies and Procedures:

- I understand that my name or other identifying information shall not appear on the pages I am submitting with this form.
- If I submit more than three (3) pages with this Submission Form, I understand that the MRC will not consider pages in excess of three and extra pages will be discarded.
- After the review of my Preview Pages, the MRC may reject consideration of any additional pages until I have revised them, and upon rejection, the MRC will refund the submission fee.
- If my Preview Pages are rejected, I may revise and re-submit them, but I have no right to dispute or appeal the findings of the MRC regarding its Preview critique, or any subsequent critiques.
- If my Preview Pages are accepted, I will be notified to submit up to thirty double-spaced pages for the completion of MRC review.
- Additional information may be found at www.sdwritersguild.org.

_____ Dated _____

Signature of Author

To be completed by SDW/EG

Submission No. _____

Sent to Previewing Panel on _____ Received _____

Previewing panel results on _____ Author notified on _____ 10/12/16 rev

REQUIRED FORMATTING GUIDELINES

Any submission not conforming to these guidelines will be returned.

Submissions to the MRC must conform to the formatting expected by agents and editors. Moreover, the following is tailored to the MRC requirement of author/reviewer anonymity and the MRC's internal processing needs.

Margins	1" on all four sides
Spacing:	Double spaced
Font Type and Size:	Courier or Times New Roman, Size 12
First Page:	indicate Title and genre (fiction, nonfiction or memoir). Omit name of author or any identifying information. Also, please provide "Submission No. _____"
Header	_____ on first page, and number all pages.

MRC REVIEW SCORING

The MRC reviews the Preview Pages, without scoring, to determine whether submission of the Maximum Pages is warranted. If the Preview Pages, which must be the first three pages of the Maximum Pages, are approved, the MRC will request for evaluation four (4) copies of the Maximum (30) Pages. The evaluation is conducted on the basis of 50 critical questions.

Every "yes" response received from the three-member Review panel is counted as one point. A total of 150 points is possible (three reviewers X 50 questions).

The following scores result in the recommendations indicated:

Highest Recommendation 140 or more

Highly Recommended 130 - 139

Recommended 115 - 129

No Recommendation Less than 115

The completed Evaluation Forms will be provided to the author along with any annotated text.

To obtain a higher recommendation, the Maximum Pages can be revised and re-submitted. The re-submission will not require the Preview Submission, but it will require an additional \$20.00 evaluation fee. Meaningful revisions are required to be eligible for re-submission.

The full MRC procedures and forms are posted on the SDW/EG website at www.sdwritersguild.org.