



SDW/EG Manuscript Review - Evaluation Form

Rev1- 1/2017

Submission No. _____

Genre: Non-Fiction

Scoring: Each APPLICABLE item, as determined by the Reviewer, will be scored 1-5 by the Reviewer. The total of all scores from all Reviewers will be added for a final score, which will, in turn, be compared to the Maximum Possible score for all APPLICABLE items. (e.g.:For 30 APPLICABLE (out of 36) items the maximum score is 30 x 5 max. x 3 Reviewers = 450 max.) in order to produce a percentage. Percentage results are as follows:

94-100% Highest Recommendation

87-93% Highly Recommended

77-86% Recommended

<77% No Recommendation

Scoring for individual evaluation items:

Score of 5 means – used effectively, appropriate, no editing recommended

Score of 4 means – recommendation for another look at this; make sure it is best it can be

Score of 3 means – recommendation for editing on a few criteria, or check appropriateness

Score of 2 means – recommendation for re-examining and re-write

Score of 1 means – this needs more work, rethink this - see notations on evaluation

EVALUATION

Circle number 1-5 as applicable

I. The Author and the Reader

Is the Purpose of this submission clear? N/A 1 2 3 4 5

Does the author establish the context for the purpose? N/A 1 2 3 4 5

Does the author take into account the knowledge expected of the reader? N/A 1 2 3 4 5

Does the author write at a consistent vocabulary level for his/her intended reader? N/A 1 2 3 4 5

Is the topic focused broadly or narrowly enough to serve the purpose of the author? N/A 1 2 3 4 5

Does the author maintain the interest of the reader? N/A 1 2 3 4 5

Is there conflict in this manuscript which may engage reader? N/A 1 2 3 4 5

II. Grammar and Syntax, Sentence structure

Are sentences

___ Varied in structure and length? N/A 1 2 3 4 5

___ Constructed effectively? N/A 1 2 3 4 5

___ Complete and correct? N/A 1 2 3 4 5

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| | | | | | |
|--|-----|---|---|---|-----|
| Does the author use | | | | | |
| ___ Strong verbs and nouns? | N/A | 1 | 2 | 3 | 4 5 |
| ___ Concrete and/or sensory details? | N/A | 1 | 2 | 3 | 4 5 |
| ___ Language appropriate to the content, purpose, and audience? | N/A | 1 | 2 | 3 | 4 5 |
| ___ Correct usage/grammar? | N/A | 1 | 2 | 3 | 4 5 |
| ___ Correct punctuation? | N/A | 1 | 2 | 3 | 4 5 |
| ___ Correct capitalization? | N/A | 1 | 2 | 3 | 4 5 |
| Does every paragraph have a topic sentence? | N/A | 1 | 2 | 3 | 4 5 |
| Are topic sentences supported by sentences providing detail or elaborating the idea? | N/A | 1 | 2 | 3 | 4 5 |
| Does the writer develop and support the main ideas adequately to deepen the reader's understanding ? | N/A | 1 | 2 | 3 | 4 5 |
| Does the author avoid stereotypes and generalizations? | N/A | 1 | 2 | 3 | 4 5 |
| Does the author avoid condescending or offensive language? | N/A | 1 | 2 | 3 | 4 5 |

III. Structure of Manuscript

Text Structure determines how ideas are organized. The following text structures have been used in this submission:

- Cause and effect
 Problem and solution
 Question and answer
 Compare and contrast
 Description
 Sequence or time order
 Exemplification (using examples)
 Lists/Enumeration

| | | | | | |
|--|-----|---|---|---|-----|
| Are the structure(s) used effective in organizing the material for the reader? | N/A | 1 | 2 | 3 | 4 5 |
| Are the structure(s) used appropriate for the subject matter? | N/A | 1 | 2 | 3 | 4 5 |

IV. Features

Text Features determine how nonfiction text looks. Is the use of the following Features effective in the submission?

| | | | | | |
|-----------------|-----|---|---|---|-----|
| ___ Subheadings | N/A | 1 | 2 | 3 | 4 5 |
| ___ Bullets | N/A | 1 | 2 | 3 | 4 5 |
| ___ Fonts | N/A | 1 | 2 | 3 | 4 5 |
| ___ White space | N/A | 1 | 2 | 3 | 4 5 |
| ___ Layout | N/A | 1 | 2 | 3 | 4 5 |
| ___ Charts | N/A | 1 | 2 | 3 | 4 5 |
| ___ Diagrams | N/A | 1 | 2 | 3 | 4 5 |
| ___ Labels | N/A | 1 | 2 | 3 | 4 5 |
| ___ Pictures | N/A | 1 | 2 | 3 | 4 5 |
| ___ Captions | N/A | 1 | 2 | 3 | 4 5 |

| | | | | | |
|--|-----|---|---|---|-----|
| Are graphs, tables and diagrams accurate, well-labeled, and easy to understand? | N/A | 1 | 2 | 3 | 4 5 |
| Is there appropriate documentation of ideas and information from outside sources? (e.g., citing authors or titles within the text, listing sources) | N/A | 1 | 2 | 3 | 4 5 |
| Does the author distinguish between fact, theory, and opinion? | N/A | 1 | 2 | 3 | 4 5 |