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

<table>
<thead>
<tr>
<th>Item</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the Purpose of this submission clear?</td>
<td>N/A</td>
</tr>
<tr>
<td>Does the author establish the context for the purpose?</td>
<td>N/A</td>
</tr>
<tr>
<td>Does the author take into account the knowledge expected of the reader?</td>
<td>N/A</td>
</tr>
<tr>
<td>Does the author write at a consistent vocabulary level for his/her intended reader?</td>
<td>N/A</td>
</tr>
<tr>
<td>Is the topic focused broadly or narrowly enough to serve the purpose of the author?</td>
<td>N/A</td>
</tr>
<tr>
<td>Does the author maintain the interest of the reader?</td>
<td>N/A</td>
</tr>
<tr>
<td>Is there conflict in this manuscript which may engage reader?</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### II. Grammar and Syntax, Sentence structure

<table>
<thead>
<tr>
<th>Item</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are sentences</td>
<td>N/A</td>
</tr>
<tr>
<td>___ Varied in structure and length?</td>
<td>N/A</td>
</tr>
<tr>
<td>___ Constructed effectively?</td>
<td>N/A</td>
</tr>
<tr>
<td>___ Complete and correct?</td>
<td>N/A</td>
</tr>
</tbody>
</table>
SDW/ED Manuscript Review - Evaluation Form: Non-Fiction
Submission No. ____________________

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