This form illustrates the form the MCC will use when evaluating submitted documents. The Manuscript Critique Coordinator will provide Reviewers an editable version of this form.

SDWEG Manuscript Critique - Evaluation Form
Rev2-4/2024

Submission No. ____ Click here to enter text._____

Genre: <u>Nonfiction</u>

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
N/A indicate question is not applicable to the Work

EVALUATION
ENTER N/A or number 1 - 5 as applicable

I. The Author and the Reader

Is the Purpose of this submission clear?   Click here to enter text.

Does the author establish the context for the purpose?   Click here to enter text.

Does the author take into account the knowledge expected of the reader?   Click here to enter text.

Does the author write at a consistent vocabulary level for his/her intended reader?   Click here to enter text.

Is the topic focused broadly or narrowly enough to serve the purpose of the author?   Click here to enter text.

Does the author maintain the interest of the reader?   Click here to enter text.

Is there conflict in this manuscript which may engage reader?   Click here to enter text.

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II. Grammar and Syntax, Sentence structure

Are sentences
        ____Varied in structure and length?   Click here to enter text.
        ____Constructed effectively?   Click here to enter text.
        ____Complete and correct?   Click here to enter text.

SDW/ED Manuscript Review - Evaluation Form: Non-Fiction
Submission No. ____Click here to enter text._____

Does the author use
        ____Strong verbs and nouns?   Click here to enter text.
        ____Concrete and/or sensory details?   Click here to enter text.
        ____Language appropriate to the content, purpose, and audience?   Click here to enter text.
        ____Correct usage/grammar?   Click here to enter text.
        ____Correct punctuation?   Click here to enter text.
        ____Correct capitalization?   Click here to enter text.

Does every paragraph have a topic sentence?   Click here to enter text.

Are topic sentences supported by sentences providing detail or elaborating the idea?   Click here to enter text.

Does the writer develop and support the main ideas adequately to deepen the
        reader's understanding ?   Click here to enter text.

Does the author avoid stereotypes and generalizations?   Click here to enter text.

Does the author avoid condescending or offensive language?   Click here to enter text.

III. Structure of Manuscript

Text <u>Structure</u> 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?   Click here to enter text.

    Are the structure(s) used appropriate for the subject matter?..................................Click here to enter text.

IV. Features
    Text <u>Features</u> determine how nonfiction text looks. Is the use of the following Features effective in the submission?
        ☐ Subheadings   Click here to enter text.
        ☐ Bullets   Click here to enter text.
        ☐ Fonts_____Click here to enter text.
        ☐ White space   Click here to enter text.
        ☐ Layout   Click here to enter text.
        ☐ Charts_____Click here to enter text.
        ☐ Diagrams   Click here to enter text.

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☐ Labels   Click here to enter text.

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☐ Pictures   Click here to enter text.
☐ Captions   Click here to enter text.

Are graphs, tables and diagrams accurate, well-labeled, and easy to understand?   Click here to enter text.

Is there appropriate documentation of ideas and information from outside sources?
    (e.g., citing authors or titles within the text, listing sources)   Click here to enter text.
Does the author distinguish between fact, theory, and opinion?   Click here to enter text.