

## **WRITERS' GUILD OF ALBERTA**

### **MANUSCRIPT READING SERVICE**

#### **JOB DESCRIPTION for MANUSCRIPT READERS**

As published, proven authors with expertise in their genre, Manuscript Readers provide an informed and experienced response to manuscripts-in-progress. Users of the program are typically writers at a beginning or intermediate stage of their writing, seeking feedback on the quality and merit of their work and advice for improvement. Manuscript Readers are carefully matched with submissions to ensure high quality, meaningful feedback for users of the program.

Manuscript Readers are expected to thoroughly and carefully read and evaluate work submitted under the program. They are expected to provide a report back to the author, via the WGA, of at least (but not limited to) three typewritten pages, along with comments and suggestions written directly on the manuscript. If submissions include specific questions about the text or about writing and publishing in general, Manuscript Readers are expected to attempt to answer those questions to the best of their ability. Manuscript Readers are urged to provide useful and meaningful feedback to users of the program, while maintaining an encouraging and helpful tone.

The Manuscript Reading Service is a blind process – Manuscript Readers and program users remain unknown to each other. All submissions come through the WGA office and are matched with an appropriate Reader, then forwarded by email. Manuscript Readers are typically expected to complete a manuscript evaluation within five weeks of receiving it.

Manuscript Readers must apply to the WGA and provide a curriculum vitae detailing their publication history, qualifications and areas of expertise. Manuscript Readers must be members of the Writers Guild of Alberta.