**Writing Club Critique Guidelines (adopted 1/2023)**

**Constructive and Kind Critiques**

To insure that every member benefits from the meetings, we have agreed on certain guidelines. We have also agreed to do our best to adhere to these guidelines with the understanding that, occasionally, exceptions may arise.

Each member will submit**, in a .PDF document,** a submission of no more than 10 pages, two weeks ahead of the meeting to give members time to read and critique that submission. A member may submit more pages, but no one is obligated to critique more than 10 pages. All work should **12 point type, double-spaced.** The first page of your work should contain the following information; Name, Genre, Age range (optional), Feedback requested.

Each member has an individual preference for the kind of feedback looked for, please indicate the feedback you are looking for at within your email. We will attempt to respond to those wishes. Examples of feedback looked for include; Character Plot/Storyline Pacing/Flow Dialogue Voice Point of View Setting/Locale.

All work for critique should be submitted **via email** **to the entire group**. Members can send critiques back to members via email as well or wait until the meeting to give critiques back to members. If members wish to have a continuing conversation via email with individual members, that is fine, but please send the initial critique to everyone in the group.

During the meeting each member will have a set time during which he/she will give their feedback. The person whose piece is being discussed will listen, may ask brief clarification questions, but will not argue with the feedback of the member giving it. Due to time constraints it is not possible to engage in detailed discussions. This can be challenging but we have found that becoming immersed in explanations and argument is counter-productive for everyone.

When we forget this, (and this happens sometimes due to our passion about our work) other members may gently suggest we move on. This will be given in the spirit of fairness and friendship and ought not be taken as a personal affront.

Remember we are all here for the same reason – we want to do the best work we can. To that end we should be ready to accept objective, honest feedback without going into a defensive posture. This becomes easier when we learn to trust that the feedback is being given to help our creative process – it is not a personal comment on our work or talent. Destructive feedback is never helpful.

Time allotted for each person’s feedback will be determined by the number of members present. Often it will be minutes only. Let’s support one another, learn, share, grow and have fun!