

## Instructions and Information for Readers' Panel

1. Any HD CWC member can be a Reader
2. The main purpose of the Readers' Panel Critique is to determine whether the Reader liked the material, if he or she would recommend it to a friend, if it was interesting, boring or fascinating. Grammar and spelling are secondary.
3. To protect the Readers and the HD CWC, each writer will sign a Release Form before the writer's manuscript is given to a Reader.
4. The Readers' Panel must commit to reading the manuscript within thirty days of receipt.
5. An author will remain anonymous until the critique is completed. *If a Reader suspects the identity of the writer, s/he should keep the name confidential. If a former, or current, critique-group person recognizes the material or the author at the initial announcement or posting, s/he should not volunteer to be a Reader, and should not divulge the author's name to any other Club member.* Anonymity will provide the most unbiased opinions.
6. Each Reader will be assigned a number and may critique anonymously.
7. A Reader should not discuss his or her opinions with anyone else. Comments, criticisms, and compliments should be those of the individual.
8. Readers have the option of returning the material early (and discreetly) if they feel it is truly not presentable
9. When a review is finished, the Reader will complete the Readers' Panel Critique form. The form, manuscript, and any other written comments, are to be delivered to the Readers' Panel Committee at the monthly meeting following the receipt of the material.
10. The Reader may remain anonymous, or s/he may identify her/himself on the Readers' Panel Critique form and offer to sit down with the author and share thoughts, opinions and suggestions.
11. An author may request the same communication privilege with the Reader. All contacts will be through the Readers' Panel Committee unless the Reader and the author both agree to meet.
12. More information about the Readers' Panel, and the forms to be used, may be found on the HD CWC website by clicking on the Critique tab, and then the Readers' Panel tab.