**What is a Manuscript Assessment?**

A **Manuscript Assessment** (sometimes known as a ‘structural’ or ‘substantive’ edit) looks at the overall structure, content and style of your manuscript.

This may include things like plot, character, point of view, pace, writing style, narrative, dialogue, presentation, length, use of research, readership, marketing or publishing possibilities.

Manuscript Assessments differ from copy editing or proofreading. These tend to look in detail at the accuracy of things like spelling, grammar and punctuation, while a Manuscript Assessment will give you professional advice on the big picture.

A manuscript assessment may tell you that your work needs some editing or proofreading, but it won’t provide this service for you.

Writers Victoria also offers **Publisher Submission Appraisals** for writers preparing to submit their manuscript to a publisher. Publisher Submission Appraisals provide feedback on up to 6,000 words of your manuscript, as well as on your one-page synopsis and cover letter.

Writers Victoria works with a team of authors, editors and writing tutors to make sure your manuscript is read by someone with expertise in your area. They assess novels, short stories, memoir, poetry, children’s picture books, romance, non-fiction, theatre scripts and more.

After your Manuscript Assessment, you can ask to meet up with your assessor for a 90-minute **Post-Assessment Consultation**. This will be a separate, optional service with its own fee. Your assessor will let you know whether they think a follow-up consultation would be beneficial.

**Why get a Manuscript Assessment?**

Manuscript Assessments give you an objective opinion of your work that comes from an experienced industry professional.

They help you make it the best manuscript it can be, whether you want to share your story with your family, self-publish your own book, or submit it to a commercial publisher.

**What to expect**

The cost of getting a Manuscript Assessment or Publisher Submission Appraisal starts from just $340 (see below for our full price list).

Once you have booked and paid for your assessment or appraisal, we will ask you to send us your manuscript and a one-page synopsis (plus a cover letter to your potential publisher if you’ve booked a Publisher Submission Appraisal).

You can request a general assessment or an assessment that looks at a few areas in particular.

We prefer that our assessments and appraisals are anonymous. You can, however, find a list of some of the Manuscript Assessors we work with on our website. You are welcome to request an assessment from one of them in particular (pending availability) – in this case, we will forego anonymity.

You are welcome to submit a complete **or** a partial manuscript, but please keep in mind that an assessment of an incomplete manuscript will be limited in the feedback it can give regarding ending and overall structure.

Once your manuscript has been assigned to an assessor, your assessment will be completed within four to six weeks and emailed to you.

The report will include: an overall assessment of your manuscript; an overview of its strengths and weaknesses; feedback on any particular focus areas you asked the assessor to look at; and any suggestions for improvement. It may also include suggestions for other relevant books, courses or opportunities.

After an optional Post-Assessment Consultation, any further contact or mentoring between author and assessor can be arranged through Writers Victoria.

A Manuscript Assessment gives objective, professional feedback from an industry expert who is unconnected with your work. Because of this, we recommend that your assessor **not** be the first person to read your manuscript. An assessment is most beneficial when it comes at the later stages of your drafting, after you’ve first received feedback from your peers (e.g. a writing group).

**Terms and conditions**

The industry standard for published manuscripts is 80,000 words. If you wish to submit a manuscript of over 120,000 words for assessment, please contact us first to see if this will be possible.

* Writers Victoria prefers that manuscripts are submitted in Word format via email. If you would like to submit a printed manuscript, please contact us.
* Do not submit the only copy of your manuscript.
* Once your manuscript has been assigned to an assessor, your assessment will be completed within four to six weeks.
* Manuscript Assessment reports are between 2,000-2,500 words long. (Assessments of children’s picture books are 1,500-2,000 words long.) Publisher Submission Appraisal reports are approximately 1,000 words long. The assessor may also annotate a part of your manuscript for demonstration purposes, but this is not a regular part of the service.
* Whether or not a Manuscript Assessor wishes to be identified and/or wishes to undertake a Post-Assessment Consultation is entirely at their discretion. If you do not want an anonymous assessor, you are welcome to request an assessment from one of them in particular (pending availability).
* Post-Assessment Consultations should take place within two months of the assessment or appraisal.
* Post-Assessment Consultations and mentoring meetings must take place at the Wheeler Centre, by Skype or phone (unless another neutral, professional space is agreed on in advance with Writers Victoria).
* The author’s copyright over their manuscript will be respected.
* Copyright of assessors’ reports remains with the assessors and they cannot be published or otherwise used without approval.
* Any further contact or mentoring between author and assessor must be arranged through Writers Victoria.
* Writers Victoria reserves the right to decline manuscripts and payments at its sole discretion without further correspondence.
* Express Assessments are for manuscripts of 100,000 words or less. We aim for a two-week turnaround on Express Assessments, but due to staff hours and admin, the timeframe may be two to three weeks.
* Receiving a Manuscript Assessment does not guarantee publication of your writing. An assessment may help you polish your work for submission to a commercial publisher, but it will not directly impact your chances of publication. Neither assessors nor Writers Victoria are able to approach publishers on your behalf.

**Please note** that, to book an assessment, all you need to do is submit this filled-out form to services@writersvictoria.org.au. You do **not** need to submit your manuscript or synopsis at this stage. Once we have received your booking form and processed your payment, we will contact you with information about how to submit your manuscript for assessment.

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| Name: Click or tap here to enter text |
| Postal address: Click or tap here to enter text |
| Suburb: Click or tap here to enter text | State: Choose an item | Postcode: Click to enter |
| Phone: Click or tap here to enter | Email: Click or tap here to enter |
| Title of manuscript: Click or tap here to enter text |
| Genre: Click or tap here to enter text | Word count: Click to enter |
| Specific areas of focus for the assessment (if relevant): Click or tap here to enter text |
| Aspirations (family record / self-publishing / commercial publishing / etc.): Click or tap here to enter text |
| Potential audiences and markets (if known): Click or tap here to enter text |

To take advantage of our members’ discount, join Writers Victoria at www.writersvictoria.org.au/membership/join

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| **Type and length of manuscript to be assessed** | **WV member** | **Non-member** |
| Suite of poetry | Up to 1,000 lines |[ ]  $530 |[ ]  $680 |
|  | Between 1,000 and 2,000 lines |[ ]  $850 |[ ]  $1,100 |
| Script  | Up to 30 pages |[ ]  $350 |[ ]  $450 |
|  | Between 30 and 60 pages |[ ]  $480 |[ ]  $615 |
|  | Between 60 and 120 pages  |[ ]  $755 |[ ]  $970 |
| Children’s picture book MS | Up to 250 words |[ ]  $275 |[ ]  $350 |
| Prose Manuscript (fiction or nonfiction) | Up to 10,000 words, plus synopsis |[ ]  $315 |[ ]  $405 |
|  | Between 10,000 and 20,000 words |[ ]  $430 |[ ]  $550 |
|  | Between 20,000 and 30,000 words |[ ]  $550 |[ ]  $700 |
|  | Between 30,000 and 40,000 words |[ ]  $660 |[ ]  $845 |
|  | Between 40,000 and 50,000 words |[ ]  $770 |[ ]  $985 |
|  | Between 50,000 and 60,000 words |[ ]  $890 |[ ]  $1,140 |
|  | Between 60,000 and 70,000 words |[ ]  $1,000 |[ ]  $1,280 |
|  | Between 70,000 and 80,000 words |[ ]  $1,110 |[ ]  $1,420 |
|  | Between 80,000 and 90,000 words |[ ]  $1,230 |[ ]  $1,575 |
|  | Between 90,000 and 100,000 words |[ ]  $1,350 |[ ]  $1,730 |
| Publisher Submission Appraisal | For sampleup to 6,000 words, synopsis, and cover letter |[ ]  $370 |[ ]  $420 |
| **TOTAL** |  |  |  |  |

[ ]  I agree to the above Terms and Conditions. (Please tick, or we will be unable to process your booking.)

[ ]  Yes, I would like to work with an assessor who does Post-Assessment Consultations.

(Note: We will not book or take payment for your Post-Assessment Consultation until after your assessment or appraisal. This question is to make sure we match you with an appropriate assessor).

**Content Warnings**

Before completing this booking form, please consider the thematic content of your manuscript and if any elements may potentially be a triggering to readers. This may include a combination of themes or scenes of which your assessor may not be aware before they start reading your MS.

Content disclosures will not be used as a reason to reject or discriminate in any way against the work of author of the manuscript.

Content, topics and details that require warnings can include, but are not limited to, the examples below. Please tick any that you think may be relevant to your work.

|  |
| --- |
| Violence |
| [ ]  General violence |
| [ ]  Racialised violence |
| [ ]  Sectarian/religious violence |
| [ ]  Domestic abuse |
| [ ]  Violence against women |
| [ ]  Child abuse/violence against children |
| [ ]  Animal cruelty |
| [ ]  LGBTQIA+ violence |

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| --- |
| Sex |
| [ ]  Explicit/graphic sexual content |
| [ ]  Sexual violence |
| [ ]  Consensual sexual violence |
| [ ]  Non-consensual sexual violence |
| [ ]  Kink communities |
| [ ]  Paedophilia |

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| Marginalised Communities |
| [ ]  First Nations |
| [ ]  People of Colour |
| [ ]  Disability |
| [ ]  Mental health |
| [ ]  LGBTQIA+ |
| [ ]  Low socio-economic backgrounds |
| [ ]  Other (please specify): Click or tap here to enter text. |

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| Trauma |
| [ ]  War |
| [ ]  Prison |
| [ ]  Detention |
| [ ]  Illness |
| [ ]  Police brutality |
| [ ]  Racial discrimination |
| [ ]  Institutional abuse |
| [ ]  Torture |
| [ ]  Suicide |
| [ ]  Refugee or asylum experiences |
| [ ]  Miscarriage/infant loss |
| [ ]  Other (please specify): Click or tap here to enter text. |

**Please add any additional information:**

Click or tap here to enter text.