**PARTIAL MANUSCRIPT (MS.) INFORMATION FORM & INSTRUCTIONS**

Fill out this form and send it in with your manuscript to submit your critique. Email this completed form AND your partial ms. (up to 40K words or about 160 ms. pages) as 2 attachments to **critiques@megleader.com.**  **MAKE SURE YOU EMAIL YOUR SUBMISSION FROM THE SAME EMAIL ADDRESS YOU USED TO PURCHASE YOUR EVALUATION.** If you submit from any other email address (without notifying me in advance of the change in contact information), your submission will be immediately deleted and no evaluation will be performed.

Your manuscript should be in proper manuscript format, 12 point, double spaced, first line of paragraphs indented, 0.5 inches, left justified, etc. Look online for info on how to properly format a book ms. for submission if you’re not sure how to do that. Please use a serif font such as Book Antiqua, Palatino, Bookman, or similar. I prefer NOT getting Times Roman (hard on the eyes!) but it’s acceptable. Include a title page with Title, your name (pen name is OK), email, phone, and word count rounded to the nearest 1000 words.

Send this form and your ms. as attachments in DOC or DOCX format in an email to

**critiques@megleader.com**

If you have questions, feel free to email me at the same email address. I’ll be happy to help.

On the form tell me about what is holding you back from finishing it. What kind of story problems are puzzling you? I’ll do my best to suggest some solutions!

**Turnaround time is normally within 3 to 4 weeks.** I try not to let requests pile up and will do them as fast as I can, but I always want to give each one my full and closest attention. If there is a delay, I will email you to let you know and explain the problem (illness, family emergency, whatever.). When I receive your submission, I will email you within one business day with an estimated response time based on the current number of submissions I have.

We’ll schedule the Zoom call after I return my comments to you. I am in Georgia, in the Eastern US Time Zone. Please let me know on the information form what time zone you’re in so we can figure out mutually convenient times of day. Plan on the Zoom call taking 60-90 minutes.

**YOUR NAME:**

**YOUR EMAIL (use the one used when you purchased this review):**

**GENRE OF STORY: WHAT TIME ZONE FOR ZOOM?**

**TITLE OF YOUR STORY:**

**WHAT PROBLEMS ARE YOU HAVING THAT YOU WANT SOME HELP WITH?**

**IS THIS REQUEST PART OF PREPARATION FOR A CONTEST ENTRY OR OTHER SUBMISSION DEADLINE? IF SO, WHAT DATE DO YOU NEED THE COMMENTS BACK?**  Please allow time to implement suggested changes in your chapter after you get my comments so you can submit your work on time. I will do my best to meet this deadline if I can.

**IS THERE ANY SPECIFIC ELEMENT YOU WOULD LIKE ME TO FOCUS ON IN PARTICULAR?** DIALOGUE? STORY LINE? POV? PLOT? STORY WORLD? BACKSTORY? CHARACTERS? VOICE? ANYTHING?

Finally, please remember that all comments and suggestions are, by their very nature, subjective, just like all editorial comments you get from anyone. I try to offer suggestions that I believe will improve your story and your writing, offer encouragement when you do things well, and suggest ways to elevate parts of your story when I see ways to do that.

When I return my comments to you, I’ll tell you how to schedule our one-on-one Zoom call. I want this to happen at least a week after I return comments to you so you have a chance to review the comments and think about them a little. The call will take 60-90 minutes so we want to schedule a day and time you’ll be free for that length of time.

I look forward to reading your story!

Meg Leader