**Peer-to-Peer Review Guidelines**

**How it Works:**

The Peer-to-Peer Program occurs twice per year: November and April. During these months, writers may submit a piece of writing to be reviewed and to receive feedback on during the submission period (Days 1-7). On Day 8, each person who has submitted a piece to be reviewed, will then be emailed a submission that was written by another fellow NOWW writer. They will then have 21 days to read, review and complete the Peer-to-Peer Response Form based on the submission they’ve received. Responses must be constructive, respectful, and honest with the intention to improve and strengthen the piece. This form will be returned to NOWW at [admin@nowwwriters.ca](mailto:admin@nowwwriters.ca) no later than the 29th Day of each month. On the 30th Day, each person who has submitted to the Peer-to-Peer Review Program will receive an email containing the Peer-to-Peer Response Form about their work.

**Timeline:**

Day 1: Peer-to-Peer Review Opens

Day 1-7: Submissions may be sent in to the Peer-to-Peer Review Program.

Day 8: Submissions will be mailed to the reviewer. Each participant will receive a submission.

Day 9-29: Reviewers will read and consider a submission and complete the Peer-to-Peer Response Form which they will then email to [admin@nowwwriters.ca](mailto:admin@nowwwriters.ca)

Day 30: Participants will receive an email containing the Peer-to-Peer Response Form for their work.

**Rules:**

1. Entries must be written in English.
2. Only electronic submissions will be accepted, preferably in Microsoft word, RTF or PDF files.
3. Submissions will only be accepted until Midnight, Eastern Time on the 7th night. Any submissions received after this time will not be eligible for the Peer-to-Peer Program that month.
4. Only one submission per Peer-to-Peer Review Month. You may submit once in November and once in April per year.
5. One submission of poetry is not to exceed 150 lines, in 12-point font, single-spaced. Note that if you are using specific formatting, pdf is the preferred document type.
6. One submission of playwriting, fiction, creative nonfiction, YA, etc. is not to exceed 5 pages, double-spaced, in 12-point font.
7. Submissions can be of any format: poetry, playwriting, fiction, creative nonfiction, YA, etc. in any style and of any theme.
8. If you submit something to be reviewed, you are required to be a reviewer for someone else.
9. You will return only the Peer-to-Peer Response Form. If you would like to discuss the submission further with the writer, please contact NOWW.
10. If you have difficulties with returning the Peer-to-Peer Response Form, please contact NOWW in advance of the deadline.
11. There is no fee to participate in the Peer-to-Peer Review Program.
12. Please do not include your name on your submission.
13. Provide your name and Title of Entry in the body of your email.
14. Email entries to: [admin@nowwwriters.ca](mailto:admin@nowwwriters.ca)

**Eligibility:**

To participate in the Peer-to-Peer Program you must be a member in good standing of the Northwestern Ontario Writers Workshop.