

## **Chapter Guidelines**

### **Columbia I Chapter, South Carolina Writers Association**

The Columbia I Chapter of the South Carolina Writers Association operates as a peer review group for all genres of writing.

During regular meetings and as time permits, each member may take a turn reading his or her work while the others make written comments and edits on their copies. A brief period for verbal feedback is allowed following each reading.

The chapter meets at 6:30 p.m. on the first and third Wednesdays in the downstairs meeting room of the Cayce-West Columbia Branch of the Lexington County Public Library, 1500 Augusta Highway, West Columbia, SC. Participants are encouraged to park on the side nearest the gas station and enter through the back doors. The meeting room is to your right on the other side of the glass partition.

Visitors are welcome, but please email the chapter leader ahead of time.

On your first visit, you're welcome to observe and participate in the feedback, but may not read. You may visit twice without joining SCWA. Once you're a member of the organization, you may participate in any of the SCWA chapters.

### **General Rules for a Chapter Meeting**

Manuscripts should be printed, double-spaced, with a 12-point font (preferably serified), and one-inch margins (including top and bottom). It's also easier for the reader to edit if the pages are paperclipped instead of stapled.

The maximum number of pages to be read per person and a list of members who will read will be determined prior to each meeting. The chapter leader will send an email reminder to the members on the Monday preceding the meeting. Members have until the midnight of that day (Monday) to respond of their intent to attend and if they would like to read. Based on those responses, the chapter leader will respond by email on the morning of the following Tuesday with a list of those reading. The list will be made on a first-come, first-served basis.

Members who do not respond to the reminder may still attend the meeting, but may not be able to read, depending on the workload for that meeting (as determined by the chapter leader).

If possible, written edits and comments should be made in other than pencil or black ink. A contrasting color, such as blue, is much easier to see against the printed text. Small, black-ink edits especially love to hide within the print. (If you do make small size edits, such as a punctuation mark, circle them to make them easier to spot.)

Unless you receive an email to the contrary before a meeting, the recommended number of manuscript copies to bring to a meeting is 10.

Any comment or edit is a suggestion. The writer is under no obligation to use any of them, though I suggest their careful consideration, especially if more than one person makes the same one.

Member may not distribute or otherwise share any material outside of the meeting without the express permission of the author.

ALL comments are welcomed and encouraged. Don't be shy but do be polite and constructive.

As a courtesy to others, if you're reading material which may be objectionable to someone, please let the group know before you begin reading. Anyone not wishing to hear the material may wait outside the room.

Please mute mobile phones for the duration of the meeting.

From a legal standpoint, our gathering at a restaurant after the meeting is not officially part of the SCWA chapter meeting.

(Rev. 09/10/2023)