

HI~Arts

Work in Progress -

A Critical Assessment Scheme For Writers

Guidelines

October 2008

Work in Progress is a unique critical assessment project for professional and advanced writers, and a major part of our professional and creative development services for writers.

Essentially Work In Progress is a 'peer' assessment project - designed and run by writers for writers - and our assessors are highly experienced and widely published writers of at least national prominence with wide experience of writing development, tutoring, reviewing and publishing in Scotland and beyond.

The assessment process is conducted within the context of writing and publishing in Scotland, and is a constructive and supportive process designed to enable and encourage the writer to develop their work to its maximum potential.

The scheme is intended to enable creative reflection, awareness and insight, and is not intended to provide marketing advice. However, where appropriate, assessors will give basic opinions on the marketability of a text but this is at the discretion of the assessor.

Unlike other, more commercially orientated assessment services, in this project the assessor's role is to provide guidance on development of the submitted text and for the writer's work in general terms. This is not a text editing service.

Critical assessment is, of course, highly subjective. Our research has shown that for many writers the anonymity of the scheme is vital, as is the fact that it can be completed

entirely via e-mail without the requirement for form filling or attendance at one-off or on-going workshops or meetings.

We recognise that not all writers need or respond to the same types of development activity, and we aim to encourage writers to participate in development activities at whichever level and in whatever way best suits their own preferences.

Applicants' work will be approached in a supportive, positive and encouraging manner while retaining critical independence and honesty. Hence, submitted work will be assessed on a mutually anonymous basis with neither the applicant nor the assessor being aware of each other's identity.

If you would like to know more about this scheme or other development opportunities for writers please contact Writing Development Coordinator Peter Urpeth on 01463 717093 or via e-mail: peter@hi-arts.co.uk

Although this scheme is intended as part of the services HI~Arts provides for professional development of writers, all writers are encouraged to apply but applicants should reflect on whether or not they are at a stage in their development at which in-depth analysis would be constructive and useful to them.

Submission Process

Submissions Are Welcome From Writers:

- * Living in:
 - Highlands and Islands
 - Aberdeen Shire and City
- * 16 years of age or older
- * Not currently in full-time education or completing a course of post-graduate study in creative writing
- * Of fiction, non-fiction, poetry, writing for children, screenplays
- * Writing in English, Scots or Gaelic.
- * Of a professional or advanced level - this is not an

entry-level scheme. We do not ask you to fill in forms or send CVs or examples of your work but the submitted work must be of a minimum length and in the format specified below.

Submission Process - All Submissions

Please read the following very carefully, and please also refer to the specific guidelines below.

E-mail:

In order to minimise administration the preferred route for most submission to the scheme is via e-mail. Writers of screenplays should however submit their work as hard copy.

Submissions are accepted in the following format:

- * Submissions must contain a cover page with the title of the work and detail of the author and his/her contact details including full postal address.
- * The submitted work must not contain any other form of identification mark such as page footers carrying the author's name.
- * The work - if sent as an e-mail attachment - must be in either Word(.doc) or text (.txt) formats.
- * Lines should be double-spaced and words in a minimum common font size of 10pt. All pages in the work for assessment must be numbered.

E-Mail Submissions To: Peter@hi-arts.co.uk

Post:

Applications by post can be accepted but for administration purposes are discouraged for all applicants apart from those submitting screenplays.

However, in the event of an applicant not having access to electronic mail facilities, or in the case of non-fiction

applications where pictures and other materials may form an integral part of the submission, these should **follow the same rules as above**, plus:

- * Pages must be typed / printed on one side only.
- * Must contain a stamped addressed envelope for return of work, if required.

Please Post Submissions To:

Peter Urpeth
Writing Development Coordinator
HI~Arts
4th Floor Ballantyne House
84 Academy Street
Inverness IV1 1LU

Fiction / Non-Fiction Submissions:

- * Must be a minimum of 5'000 words and a maximum of 15'000 words.
- * Must include a synopsis or plan (no more 1'000 words in length) of the complete work, and can include a note on any specific aspect of the work that the applicant would like to be addressed by the assessor. Please also indicate the genre of the work (where clearly possible), your ambitions for the work and the intended market for the work.

Poetry:

- * Must be a minimum of 12 poems and a maximum of 20 - not totaling more than 400 lines.
- * Must include a note on the writer's aims for the work - whether intended as a collection / individual poems etc.

Writing for Children:

- * As per above general guidelines, and requires a synopsis and plan along with a note of the intended age of the readership.

- * If intending to use illustrations please detail the nature and approximate number, and if you have an artist already working on the book.
- * If sending illustrations by post - please do not send original artwork.
- * We will accept whole books up to the same word limit as adult fiction, but with no minimum word count. Picture books for young children are also welcome.

Screenplays:

Full scripts and general guidelines:

In all cases, screenplays must be formatted properly with the correct indents for scene headings, character name, dialogue and scene description.

There are a number of different guide sources for formatting of screenplays available on the web. A popular source of advice is the BBC's Writers Room site (<http://www.bbc.co.uk/writersroom/>). Alternatively you can use a formatting programme, and we can accept screenplays submitted in Final Draft format.

- * Screenplays vary a great deal in word length depending on the type of film, hence, as a guideline, screenplays should average 150-200 words a page. Feature film screenplays should be no less 90 than pages in length and no more than 140 (roughly between 14,000 - 24,000 words).
- * Screenplays for television should contain at least one full episode for a 60 minute drama or two episodes of a 30 minute drama, (approx. 60 pages of screenplay) as well as a treatment for the full series, which should be a minimum of 6 episodes with at least 500 words on each episode. This would be around 12,000 words minimum, with a maximum of 22,000 words.
- * We prefer to receive screenplays as hard copy. Please send a cover letter with your name and address, e-mail and contact telephone number. Work In Progress is a mutually anonymous critical reading service so scripts, synopsis, treatments etc should not have your name on them. We will, wherever possible, send the WIP assessment report to you via e-mail.

Works in progress:

We are also happy to receive substantially complete drafts that are near to completion. It is very difficult to provide a full list of guidelines for this but please refer to the above, and we do reserve the right to return work that is not in our assessor's opinion sufficiently complete or developed. In all cases the work should be submitted with a complete outline of the story / treatment.

NB - do not send us your only copy of your work. Due to the costs involved, we are not able to return scripts to you. We cannot accept any responsibility for scripts lost in the post.

Please send your script to:

Peter Urpeth
Writing Development Coordinator
HI~Arts
4th Floor, Ballantyne House
84 Academy Street
Inverness IV1 1LU

Note:

HI~Arts aims to provide applicants with their written assessments within one month of submission but this may be extended during busy periods.

The scheme is limited to thirty submissions each year and is provided on a first come first served basis. A writer may only apply once a year to the scheme.

The assessment report will normally be of 1000 words or more and will be divided into subheadings addressing specific aspects of the work.

HI~Arts can accept no liability for loss or damage to any work submitted to this scheme. No responsibility can be accepted for loss or damage to material submitted to HI~Arts - don't send originals of photos or artwork, always make and keep a copy of your work.

Given that this is an assessment process and therefore is essentially subjective in nature, neither HI~Arts or the scheme assessors are able to enter into any form of follow-up process, unless initiated by the assessor.

HI~Arts reserves the right to reject submissions that do not meet the terms of the submission procedure outlined above.

