

Editing/Selecting Reviews: A quick Guide



Editing Reviews.

First things first, be sure to bring home a copy of the show program.

1. Read through ALL of the reviews. Confirm that each one complies with the rules on criticism (below).
2. Edit all reviews for obvious spelling errors (especially names of cast and characters), since all reviews will be forwarded to the performing school!
3. After editing each review, click "Save changes."
 - a. When you return to the "Edit Critic Reviews" page, that review will now be marked as "edited."
 - b. To read the original submission, as written by the critic, click the "View Original" button.
 - c. Do NOT click the "Submit Reviews" button until you have edited ALL reviews.
4. While you read, write down the numbers of your top 5 reviews. This way, when you begin discussing with the other mentors, you can see where your crossovers are, which will make it easier to choose your top 3.

Selecting reviews to be forwarded for publication.

1. The selected reviews should offer at least a brief, interesting description about the background of the show and about the story line.
2. The selected reviews should have NO "I" statements and should fit within the word limit parameters (300 – 500 words)
3. Carefully edit each of the selected reviews for the following:
 - a. Spelling (especially names of cast and characters)
 - b. Grammar and style
 - c. Complies with the **rules of Criticism**, which must be:
 - i. Within the range of fair comment.
 - ii. Stated constructively, combined with praise, to the extent possible.
 - iii. Presented as observation, not as advice.
 - iv. Not longer than necessary to state a point.
 - v. Not directed toward any named student or character.
 - vi. Not directed toward any adult in the cast, or in any offstage role.
 - vii. Not directed toward any composer, playwright or lyricist.

*If you determine that a review **substantially** violates the rules on criticism—if, for example, it is so negative, personal, or sarcastic that it's beyond editing range—please alert the Program Director about the review, making sure to (1) identify it by number and (2) paste the review on the email.*

Please email the review both to kwhewell@aacps.org AND ckwidne@carrollk12.org

When you have read and (as necessary) edited all reviews, read and complete the checklist near the bottom of the "Edit Critic reviews" page.

Click the "Submit Reviews" button, and your work is done! 😊

Once you click on the "Submit Reviews" button, you will no longer be able to edit reviews, change rank orders, or resubmit reviews for any reason. After you click the "Submit Reviews" button, you will still be able to see the original and edited reviews.