**RUBRIC FOR EDITORS**

**PROMPTNESS**

Excellent: the editor returns writer’s work within 24hrs

Very good: the editor returns writer’s work within two days

Good: the editor may take a few days to return writer’s work but talks to writer about the delay

Satisfactory: the editor returns writer’s work within a few days

Minimally acceptable: the editor holds on to the writer’s work for up to a week without speaking to the writer about the delay

Unacceptable: the editor holds on to the writer’s work for over a week without speaking to the writer about the delay

**VERBAL COMMUNICATION**

Excellent: the editor makes sure the writer understands important issues; is friendly, approachable and responsive

Very good:

Good:

Satisfactory:

Minimally acceptable:

Unacceptable: the editor never speaks to the writer in person

**COPYEDITING**

Excellent: the editor not only finds nearly all typos and errors, they also helps to improve the wording and flow of the writing

Very good:

Good:

Satisfactory:

Minimally acceptable:

Unacceptable: the editor does not appear to read the writer’s work completely. Obvious errors are left untouched

**COMMENTING**

Excellent: the editor provides written explanations, comments and suggestions that help the writer to improve the overall form of the writer’s piece including organization, focus, use of detail, etc.

Very good:

Good:

Satisfactory:

Minimally acceptable:

Unacceptable: the editor does not provide written comments

**ENCOURAGEMENT**

Excellent: the editor consistently gives the writer positive feedback that sounds sincere and helps the writer recognize successes.

Very good:

Good:

Satisfactory:

Minimally acceptable:

Unacceptable: the editor does not provide any positive comments

**OVERALL ASSESSEMENT BASED ON THE CATEGORIES ABOVE**

Excellent

Very Good

Good

Satisfactory

Minimally acceptable

Unacceptable (the editor is more of a hindrance than a help)