**Jell-O Brigade Publishing Response Letter Rubric**

A good response letter, whether it is an acceptance letter or a rejection letter, explains what the editor likes about a manuscript as well as the weaknesses. Editors and writers know that there is no such thing as a perfect piece of writing (neither perfectly good nor perfectly bad). Your job as an editor is to read the manuscript and write a letter in which you state whether or not you accept it for publication. Also note the manuscript's strengths and weakness in detail and make suggestions for improvement.

Your response letters will be assessed using the following criteria. On the other side of this page is an example of a real letter that would be assessed as a B according to the criteria.

A - An A letter discusses the overall theme of the novel with reflection on the success , failure, importance or relevance of that theme for today’s young adult reader. It also has more examples and more specific examples of weaknesses, strengths and suggestions than a B letter.

It clearly states the reasons for rejection or acceptance. The letter uses appropriate letter form and is careful revised and edited. It is obvious that the editor read the manuscript thoroughly by the quotes and examples given to illustrate strengths and weaknesses. Many suggestions are made for improvement.

B - A B letter clearly states the reasons for rejection or acceptance. The letter uses appropriate letter form and is careful revised and edited. It is obvious that the editor read the manuscript thoroughly by the quotes and examples given to illustrate strengths and weaknesses. Many suggestions are made for improvement.

C - A C letter clearly states the reasons for rejection or acceptance. The letter uses appropriate letter form and is revised and edited. The editor refers to events in the manuscript but does not provide quotes and specific examples. The letter identifies strengths and weaknesses. Some suggestions are made for improvement.

D - A D letter clearly states the reasons for rejection or acceptance. The letter uses appropriate letter form and is poorly revised and contains a few editing errors. The editor refers to events in the manuscript but does not provide quotes and specific examples. The letter identifies strengths or weaknesses. Few suggestions are made for improvement.

F - An F letter is incomplete or unclear. It is not revised and edited. The editor does not refer specifically to the manuscript creating a suspicion that it has not been read. The letter does not identify strengths or weaknesses. No suggestions are made for improvement.