

Barrington Stoke

Step by Step Guide — Young Editors Scheme

A step-by-step guide to the Barrington Stoke Young Editors Scheme

1. Visit www.barringtonstoke.co.uk/youngeditors to register for the scheme. You will be asked for your name and e-mail and to create a password. Please make a note of your password. If you are a teacher, librarian or other professional, you will be asked for your job title and school or institution's details. You will also be asked for some basic information about your child or student(s), including their gender and their age. This information allows us to make sure that you can access appropriate manuscripts.

Submit your information, check it over and press 'confirm' when you are happy that it is correct.

2. You will receive an e-mail when your account is activated.

3. Return to www.barringtonstoke.co.uk/youngeditors and login with your e-mail address and password. You will be taken straight to a page showing all available manuscripts suitable for your group. You will also see additional items in the menu on the left of the site to allow you to manage your account.

4. Click on the orange **DOWNLOAD MANUSCRIPT** button to download a manuscript pdf. Print this off to read and review with your child or student(s). When you download the manuscript, **please check the closing date**. This is the last date on which you will be able to upload your feedback. If you login after this date, there will be new manuscripts available with new closing dates. You can still post us hard-copy feedback and receive certificates for your child/student(s) but please be aware that your feedback may be too late to influence the editing of the manuscript. Publishing works on strict deadlines and this is a good learning point for your child or student(s)!

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5. You can submit your feedback in a number of ways.

(a) If your child/student(s) struggle with reading

We recommend that you read the manuscript together and use a pen or pencil to mark any words or sections you find tricky to read. If you would like to suggest a better or easier way to say something, write that beside or above the appropriate section.

Write 'picture' beside any sections where you would think there should be an illustration in the finished book.

If you think that any part of the book does not make sense, or is not good, or fun, or interesting, write your comments beside it.

Give each chapter a mark out of 10 to let us know how much you enjoyed it. When you have read the whole book, give it all a mark out of 10. Use the front page to write any overall comments on what you thought of the book. When you have finished, you can scan the manuscript and upload it back to us. The best way to scan is with a photocopier with an automatic feed and a scan function – many schools, libraries and photocopy shops have these, as do many offices. You can use a flatbed scanner, but it may take a long time to scan all the pages. If you cannot access a photocopier with a scan function, you may prefer to post the manuscript to Young Editors Scheme, Barrington Stoke, 18 Walker Street, Edinburgh, EH3 7LP.

To send a scan, log in to your account and click the 'Upload Marked Up Manuscript' link under the information for that manuscript. Click the 'Browse' button and then find the file on your computer. There are five 'Browse' buttons – these let teachers working with groups of children upload multiple marked-up manuscripts at once.

You may also want to send us ideas for cover designs, illustrations or other material related to the book – we love to receive these. Please scan these to your computer, click the 'Upload Artwork/Blurb' link under the manuscript and use the 'Browse' buttons to attach the files.

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When we have received material from you we will send you an e-mail with a printable certificate for your child/student as acknowledgement and thanks for their participation.

(b) If your children are confident readers

You should download the manuscript and print it off for discussion. There is a questionnaire for each manuscript to help structure confident readers' feedback. You can download a print version of this questionnaire to use offline from the '[Resources](#)' page on the Young Editors Scheme website.

You can also look at our [Tip Sheets for Young Editors](#) in the '[Resources](#)' section of the site.

When your feedback is ready, click on the '[Complete Questionnaire](#)' link. You may open this link on multiple computers if multiple children wish to complete the questionnaire at the same time. Your child/student(s) should fill out the questionnaire with their answers and click '[submit](#)' to send it to us. Don't worry if they click '[submit](#)' too early – they can click the '[Manuscripts](#)' link on the left and then click the '[Complete Questionnaire](#)' link again.

You may also want to send us ideas for cover designs, illustrations or other material related to the book – we love to receive these. Please scan these to your computer using a flatbed scanner or photocopier with scanner function, click the '[Upload Artwork/Blurb](#)' link under the manuscript and use the '[Browse](#)' buttons to attach the files.

When your child/student(s) have submitted their feedback, they will be able to download a certificate to complete with their own name, as acknowledgement and thanks for their participation.

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(c) If you have the technology to create video or audio reviews

We are always delighted to see these. Unfortunately we cannot accept large files by e-mail or via the upload links on the site. If you are able to publish these in a suitable location online, please do send us the url, or post a CD copy to Young Editors Scheme, Barrington Stoke, 18 Walker Street, Edinburgh, EH3 7LP.

There is no limit to the number of times you may take part in the Young Editors Scheme – we hope you will visit again.

If you need help to use the site, please do call 0131 225 4113 at any time during business hours, or e-mail info@barringtonstoke.co.uk. Our staff will be happy to help.