
LONG ROAD WORDS

longroadwords.co.uk

REVIEWER GUIDE

Out of the Glass Box

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WELCOME

Thank you for taking the time to do this.

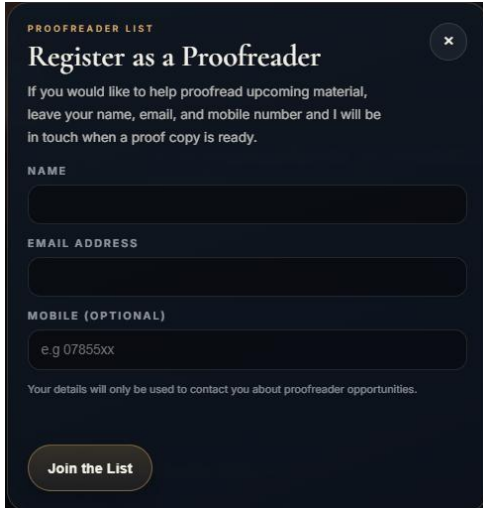
This stage matters more than anything else in shaping the book, and the fact you've put your hand up to help is genuinely appreciated.

This isn't about being a professional editor. It's about your experience as a reader.

HOW TO REQUEST ACCESS

If you haven't already:

- Go to the website www.longroadwords.co.uk
- In the top right click **For Reviewers**
- Click **Request to Proofread**
- Enter your name and email (*and mobile if want SMS confirmation when approved*)

A screenshot of a dark-themed mobile app form titled "PROOFREADER LIST" and "Register as a Proofreader". The form includes a close button (X) in the top right corner. Below the title, there is a short paragraph: "If you would like to help proofread upcoming material, leave your name, email, and mobile number and I will be in touch when a proof copy is ready." The form has three input fields: "NAME", "EMAIL ADDRESS", and "MOBILE (OPTIONAL)" with a placeholder "e.g 07855xx". Below the fields is a small line of text: "Your details will only be used to contact you about proofreader opportunities." At the bottom is a rounded button labeled "Join the List".

- Click Join the List

Once that's done:

I receive a notification SMS

- I review requests personally
- When approved, you'll receive an **SMS with your reviewer code** and a **web link to the Reviewer Portal** (*note it is case sensitive*)

Approval is usually quick — typically within **1–4 hours**.

GETTING INTO THE MANUSCRIPT

Once you've received your code:

- Go to the **Reviewer Portal** or follow the link in the SMS text message (longroadwords.co.uk/review)
- Enter your code (capitals and include the dashes)
- The Reviewers Tools page will open.

Multiple reviewers on one device

If more than one person is using the same device to review:

- Each reviewer should enter **their own code**
- The system will load their individual session
- Progress and feedback are kept separate

YOUR PROGRESS — AND SWITCHING DEVICES

Your reading progress and feedback are saved automatically.

You can stop at any point and come back later. You can switch between devices — mobile to laptop, for example — and you'll pick up exactly where you left off. No need to restart or remember where you were.

- Stop at any point and come back later
- Switch between devices at any time
- Your place is saved automatically

WHAT I ACTUALLY NEED FROM YOU

Keep it simple.

- Read it
- Be honest
- Don't overthink it

I'm trying to understand one thing:

Does this work as a book?

That breaks down into:

- Does it hold your attention?
- Does it make sense?
- Do you want to keep going?

READING

- Works on desktop/laptop and mobile
- Your progress is saved automatically
- You can leave and come back at any time

Desktop / Laptop (recommended for longer sessions)

- Larger, easier reading layout
- Page navigation controls available
- Full screen mode available for distraction-free reading
- Keyboard and on-screen controls supported

Mobile / Tablet

- Swipe to move between pages/sections

- Tap to reveal controls if hidden
- Optimised layout for smaller screens

Use whatever suits you — the experience is designed to work across both.

FEEDBACK AS YOU GO

You don't need to stop and fill in long forms.

At the end of each **Part**, a small feedback panel will appear. It's quick by design — a few seconds, then you continue reading.

Measure	What you're really answering
Engagement	Was I into this?
Clarity	Did I understand what was going on?
Read-on	Did I want to keep reading?

You can also add optional notes if something stands out.

Quick, honest reactions are far more useful than overthinking it.

FINISHING UP

At the end:

- You'll see a summary of your feedback
- You can tweak anything if you want on this page, such as specific chapters, then click **Continue**
- Thumbs up or down to using your name and consent
- Add a short overall comment (optional, but very helpful — *theses appear as a summary on the site*)

Then **submit**.

WHAT GOOD FEEDBACK LOOKS LIKE

Honest and specific is what helps most.

Helpful examples

- "This dragged a bit here"
- "I didn't quite follow what was happening"
- "This section really worked"
- "I nearly stopped reading here"

Less useful

- Line-by-line grammar corrections
- Rewriting sections
- Very general comments without context

WHAT NOT TO WORRY ABOUT

You don't need to:

- Be an editor
- Get everything right
- Finish in one go
- Complete every single section

Partial feedback is still valuable.

CONFIDENTIALITY

The manuscript is shared for review purposes only.

Please don't:

- Distribute it
- Upload it
- Share screenshots or extracts publicly

A COUPLE OF COMMON QUESTIONS

What if I stop halfway?

No problem — your progress is saved.

What if I don't like it?

That's important feedback — say it.

Should I soften my comments?

No — clear and honest is more helpful than polite.

WHY THIS MATTERS

The story is real — built from journals — but shaping it into something that works for readers depends on this stage.

Your input helps:

- Tighten the pacing — Remove confusion
- Highlight what works
- Identify where readers drop off

FINAL NOTE

I know this takes time.

Thank you for giving it.

Phil