



## **MWSA Ethical Guidelines**

*This guideline is to insure that MWSA reviews are standard, consistent, fair, and professional.*

1. There will be standard criteria for reviewing a book which will be defined and made public on the MWSA web site and on any marketing or other MWSA brochures, etc.
2. Books may not be sent out for review until the author's membership has been confirmed. The Lead Reviewer will have access to the Admin Yahoo group that will include the current membership list.
3. A self-published author will receive the same consideration as an author published by a big publishing firm, however, all will be held to the same standards.
4. Reviewers must recuse themselves if they are assigned a book written by a friend, family member, or close associate.
5. If a reviewer plans on submitting his own book for review and award, he/she will not serve on the final Awards Committee in that category for that year.
6. The Awards Committee will consist of the Vice President of MWSA, the Lead Reviewer, three reviewers and two alternates selected by the Lead Reviewer. In addition, the President will preside over a category in the event that the Lead Reviewer or Vice President are being considered for an award in a given category.
7. Award categories can only be changed with the approval of the Board prior to Award Committee meetings.
8. Reviewers may not offer awards in exchange for joining MWSA or in exchange for money or other favors.
9. Reviewers may not negotiate with authors, publicists, or publishers about awards.
10. Reviewers may not notify award winners that their book has been chosen prior to the official announcement which will be done by the President of MWSA. The Lead Reviewer should forward all decisions about awards to the MWSA officers, who are in charge of author notification, planning the awards ceremony, and selecting the actual prizes.
11. The Lead Reviewer is responsible for making reviewing assignments. If a reviewer has a book eligible for an award, the Lead Reviewer must ensure that the reviewer is not assigned competing books. The Lead Reviewer is responsible for maintaining the fairness of the review and scoring process, and is subject to removal by the board if conflicts of interest in the reviewing process arise.
12. A book will receive one and only one review, regardless of year published. Subsequent editions will not be reviewed again (though new cover art may be submitted for display on the website).

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