

Writing Centre Guidelines: Email Peer Review

Queue & Turnaround Time

- Requests are responded to Monday to Friday, between 9 AM and 4 PM.
 - Reviews are not conducted on weekends or statutory holidays.
 - Requests after 4 PM will be held in the queue until the next available business day.
- Requests are answered on a first-come, first-serve basis, in the order they arrive in the queue.
 - Rush requests or assignments due sooner are **not** bumped ahead of other requests in the queue. It is the student's responsibility to submit an Email Peer Review request within a timely manner in relation to their assignment due date.
- Assignments submitted to the Email Peer Review service can take 2–5 business days to be reviewed and returned.
 - Review time depends on length of paper and time of term the assignment is submitted. Longer papers and busy times of term will result in longer turnaround times.
- The Writing Centre does **not** provide updates on the progress of a peer review request. Emails requesting updates will not be answered.

Submissions

- Email Peer Review requests must be completed in full for submission. If a request is missing information, it might not be reviewed.
 - It is the student's responsibility to ensure that an Email Peer Review request is submitted completely. An incomplete submission can result in a generic review, unanswered questions, or feedback provided after the assignment due date has passed.
- Students can submit up to two separate writing assignments per week.
 - Assignments submitted on behalf of a group project does not count toward an individual student's weekly submission limit.
- Students requesting feedback on papers of more than 10 pages (excluding the title page and reference pages) should indicate specific sections that they would like reviewed. The Writing Centre cannot guarantee feedback on a full paper of greater than 10 pages.
- Papers that are 4 pages or more will be reviewed a maximum of two times.
 - Tutors will spend 1 hour on the first review and 30 minutes on the second review.
- Papers that are 3 pages or less will be reviewed a maximum of one time.
- Assignments submitted for Email Peer Review must:
 - be the student's own work. Students cannot submit work on behalf of another student, unless they are co-writing the paper.
 - be a writing assignment for a JIBC class.
 - be in Microsoft Word or PDF format. Other formats, including links to shared files (such as Google Docs) are not accepted and will not be reviewed.
- Students are welcome to request a specific tutor to review their work, but there is no guarantee that they will be available.