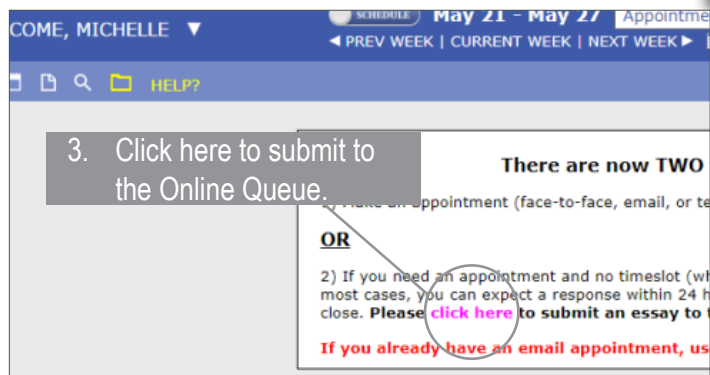
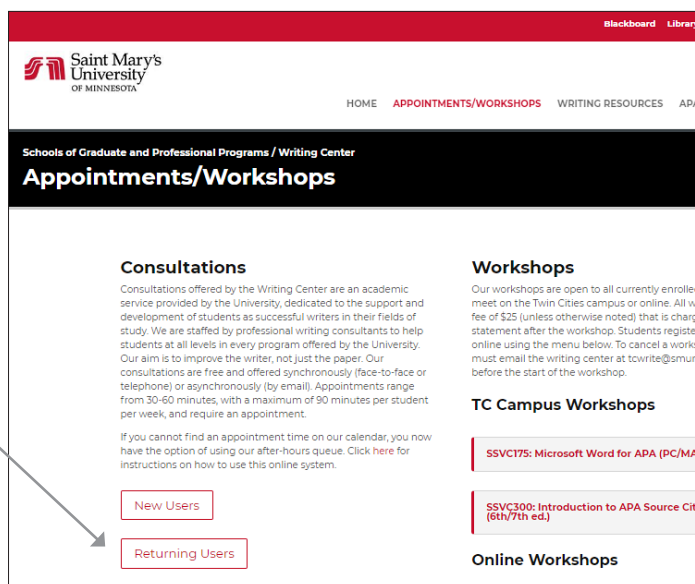


The online writing queue is a way for you to get feedback during nights, weekends, and other times consultants may not be available for scheduled appointments.

You must have a Writing Center account in order to submit to the Online Queue. If you need to create an account, please go to [tcwrite.smumn.edu](http://tcwrite.smumn.edu), click on Appointments/Workshops, and then select New Users.

Once you have an account, submit your writing by following these steps:

1. Login to the calendar at [tcwrite.smumn.edu](http://tcwrite.smumn.edu).
2. Click on Returning Users and log in.

A screenshot of the form submission process. It shows a 'Name \*' field with 'Your answer' below it. Below that is the 'Upload your Paper (Must be a .doc or .docx file) \*' section with an 'ADD FILE' button circled. An arrow from the fourth step of the instructions points to this button. Below the upload section is a list of 'What do you want feedback on?' with checkboxes for 'APA Formatting', 'APA Citation', 'Organization', 'Content/Argument/Clarity', 'Sentence Structure/Grammar', 'Quotations/Paraphrasing', and 'Other:'. At the bottom, there's a 'By what date do you need comments? \*' field with a date input 'mm/dd/yyyy'.

4. Fill out the form. Attach your document by clicking Add File.
5. Click Submit at the bottom.
6. You will get a confirmation email immediately.

### FAQs and Tips:

- You should submit your paper in Word format. If you submit a link to a Google Doc, it will be downloaded into Word.
- Do not submit to the queue if you have a scheduled appointment. These are two different systems.
- You should receive feedback by your requested deadline, which must be at least 24 hours in the future. If you request feedback within 24 hours, it's possible you will not receive feedback in time.
- The queue may be closed during SMUMN holidays, staff vacations/illnesses, or exceptionally busy times. Please plan ahead.