

**WRITERS ARE ALWAYS NEEDED!  
E-MAIL THE REVIEWS CHAIR IF YOU ARE INTERESTED!**  
reviews@cfcs.org

**PLEASE. . . READ CAREFULLY.....  
FOLLOW INSTRUCTIONS EXACTLY.....  
RETURN SOFTWARE IMMEDIATELY,  
IF YOU ARE UNABLE TO COMPLY WITH EACH AND EVERY ITEM!**

1. DO NOT register this software until the CFCS Board of Directors approves your retention. Keep all materials and packaging intact. You are fully responsible for return of everything in the same condition as issued if so directed by the Software Reviews Chair
  2. DO NOT ALTER OR COPY THE ORIGINAL SOFTWARE! Copies of screens may be made to include within the review as necessary.
  3. You should complete and submit your review NO LATER THAN 30 DAYS after receiving. If you can't comply with the 30 day requirement, make appropriate arrangements to extend the time or return the software NOW, not in 30 days! PLEASE!
  4. We may point out deficiencies in your submitted review and request you make corrections. If you are "thin-skinned" and can't take criticism, PLEASE don't review.
  5. Don't give us a "technical" review. We want to know what the program does, not how it does it. Use a simple, conversational tone. Use terms and expressions our readers can understand. Give us the strengths and weaknesses of the software.
  6. Evaluate the program on its own merits. Avoid comparisons to other programs except when necessary to make a point.
  7. Your article should be of sufficient length to cover the necessary details and opinions and to illustrate that a comprehensive review was accomplished. Upon completion, be sure to:
    - Use your spell and grammar checker.
    - Read it over carefully yourself a few times. You will catch all kinds of problems on each re-reading.
    - Watch especially for run-on sentences, and befuddled or incomplete thoughts.
    - Does your article have an INTRODUCTION, BODY, and CONCLUSION?
- If you haven't done these things, your article will require unnecessary additional editing, may be returned and your future review applications may be affected.
- Feel free to use screenshots or illustrations to make your point or provide additional detail, but be sure the figures are properly labeled and identified in the text of your article.
8. Please use "plain Vanilla" formatting...NO columns, underlines, italics, bolds, or double spacing. Start your paragraphs at the left margin
  9. If the software is a "bomb" and you plan an unfavorable review, be sure that you remain as objective as possible! Don't be offended if the item is reviewed once more to assure a common opinion. We must be honest but tactful.
  10. Indicate the "street" price in your conclusion. It may be hard to find. Please find it anyway.

11. Submit your review to the Reviews Chair on a floppy disk or via e-mail file attachment. The label on your disk or e-mail content MUST include the following:

- A. Your name
- B. The name of the program you reviewed.
- C. The file MUST be in ASCII, Rich Text or MS Word format.

12. Once your review is submitted, accepted, and published a copy of the BUSSLINE that includes your review will be forwarded to the developer or donor/partner. You may be quoted by that entity in other news releases or items, so if you do not want your name used in this manner please do not provide reviews.

13. You may register the software ONLY after the CFCS Board of Directors approves your retention of the item.

14. The software CANNOT BE SOLD at any time. If you decide that you do not want to register or keep it, the complete package must be returned to CFCS.