Ensuring a Smooth Writing and Publishing Project

Questions the Writing Team Should Answer Before Starting

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Your Article
Why Do You Want to Publish?
What Is the Main Message You Want to Convey?
Who Are the Most Important Audiences for Your Message?
Where Do You Want to Publish Your Information?
What Is the Best Form for Your Message?
What Is Your Timetable for Publishing?
How Will Authorship Be Handled?
Do You Need Help from Other Services?
Do You Need Any Approvals or Permissions Before Submission?
What Are the Specific Requirements of the Outlet You Wish to Publish In?
Do You Have a Writing Plan in Place?
What Problems Might You Encounter in Preparing Your Work?
If Other Questions Arise, Who Can Help?
Tips and Resources

- Double or even triple the amount of time you estimate you will need for any part of the writing process.

- Remember that the writing process includes several steps:
  - Planning
  - Writing
  - Revising
  - Proofreading
Tips and Resources

- Be prepared but not pessimistic.
- Don’t go it alone.