

Essay

▼ 1. Title and summary

▼ a. Title

i.

▼ b. What is the focus of this essay?

i.

▼ c. What is the purpose of this essay?

i.

▼ d. Summary

i.

▼ 2. Publication information

▼ a. Published in

i.

▼ b. Editor or contact name

i.

▼ c. Contact Information

i.

▼ 3. Deadlines

▼ a. Essay start date

i.

▼ b. 1st draft due date

i.

▼ c. 2nd draft due date

i.

▼ d. Final draft due date

i.

▼ e. End date

i.

▼ f. Publication date

i.

▼ 4. Research

▼ a. What is the essay about?

i.

▼ b. What is the focus of this essay?

i.

▼ c. Why is this topic interesting or relevant to me?

i.

▼ d. What is my working hypothesis?

i.

▼ e. What do I know about this topic?

i.

▼ f. What do I need to learn about this topic?

i.

▼ g. What additional information do I need to find out?

i.

▼ h. What questions or conflicts need to be resolved?

i.

▼ 5. Audience

▼ a. Who is going to read this essay?

i.

▼ b. What does my audience know about this subject?

i.

▼ c. What do I want my audience to learn from this essay?

i.

▼ d. What am I trying to tell the readers about this subject?

i.

▼ 6. Supporting materials and illustrations

▼ a. What graphics do I need?

i.

▼ b. What illustrations do I need?

i.

▼ c. What photography do I need?

i.

▼ d. What film or video do I need?

i.

▼ 7. Interviews notes and comments

▼ a. Interview 1

i.

▼ b. Interview 2

i.

▼ c. Interview 3

i.

▼ 8. Drafts notes and comments

▼ a. 1st draft notes and comments

i.

▼ b. 2nd draft notes and comment

i.

▼ c. Final draft notes and comments

i.

▼ 9. Sources

▼ a. Books consulted

i.

▼ b. Magazines consulted

i.

▼ c. Web sites consulted

i.

▼ d. Interviews

i.

▼ e. Important links

i.

▼ f. Other sources

i.

▼ 10. Additional notes

▼ a. Personal notes and comments

i.

▼ b. Editor's notes and comments

i.

▼ c. Responses from readers

i.