

# 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.