

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

What graphics do I need?

What illustrations do I need?

What photography do I need?

What film or video do I need?

Interviews notes and comments

Interview 1

Interview 2

Interview 3

Drafts notes and comments

1st draft notes and comments

2nd draft notes and comment

Final draft notes and comments

Sources

Books consulted

Magazines consulted

Web sites consulted

Interviews

Important links

Other sources

Additional notes

Personal notes and comments

Editor's notes and comments

Responses from readers