

SCHOOL PAPER TO MANUSCRIPT

Faculty Mentor Checklist



WILEY

STEP 1 GETTING STARTED: IDEAS TO CHOOSE A TOPIC

Topic Scope is:

Appropriate. Move forward to next steps.

Too broad. Work to narrow your topic focus.

Too narrow. Work to broaden your topic to appeal to a wider audience.

The audience for your article is appropriate.

Comments/suggestions _____

Possible venues are:

Suitable

Suggestions: _____

STEP 2 GETTING FOCUSED: CHOOSE ONE MAJOR FOCUS PER ARTICLE

Article context is:

Clear

Suggestions: _____

STEP 3 DETERMINING AUTHORSHIP

Authorship:

Is appropriate as listed.

Follows established ethical authorship criteria, such as those from the International Committee of Medical Journal Editors (ICJME, 2020).

Consider: _____

STEP 4 CHOOSING A VENUE

Publication venue selected is:

Appropriate as listed.

Consider: _____

STEP 5 BEGINNING TO WRITE (DO NOT SKIP THIS STEP IF WRITING A MANUSCRIPT FROM A THESIS, DISSERTATION, OR EBP PROJECT)

Feedback for first draft:

STEP 6 REVIEWING YOUR DRAFT FOR SYNTHESIS AND CLARITY

Feedback for Draft Number: _____

Your paper has a clear purpose statement. YES NO

Your work goes beyond individual summaries of what is published by paragraph to combine information from more than one source and make sense of it for your readers.

YES NO

You draw conclusions to make clear what is known or not known about the topic.

YES NO

You describe how your work fits into this context. YES NO

If research findings, you have considered in what ways findings were expected or unexpected, and why YES NO N/A

You have appropriately paraphrased. YES NO

Your original perspective on this topic is clear. YES NO SOMETIMES

Your writing is clear and follows best practices for grammar, punctuation, formatting, etc.

YES NO AREAS OF CONCERN:

Additional Comments:

STEP 7 INCLUDING REFERENCES AND FORMATTING

Reference Concerns:

Too many secondary sources

Age

Amount

Omissions

Too many

Formatting

Too few

Other: _____

STEP 8 SEEKING PRE-SUBMISSION FEEDBACK

Suggestions for Additional Readers:

STEP 9 FINALIZING YOUR SUBMISSION

Concerns:

CITATION: Owens, J.K., Cowell, J.M., Kennedy, S.M., Newland, J.A., & Pierson, C.A. (2020). Mentoring the novice writer to publication: 12 checklists for students, faculty, and other reviewers. *Nurse Author & Editor*, 30(3), 5.