

SCHOOL PAPER TO MANUSCRIPT

Student Checklist



WILEY

STEP 1 GETTING STARTED: IDEAS TO CHOOSE A TOPIC

My topics of interest/expertise are _____

The audience for my article is _____

Possible venues for my message are:

Newsletter _____

Letter to the Editor _____

Presentation(s) _____

Scholarly Journal Manuscript _____

STEP 2 GETTING FOCUSED: CHOOSE ONE MAJOR FOCUS PER ARTICLE

My broad topic is _____

Some words important to this topic are _____

I can narrow this topic by considering it in the context of:

A specific population

An EBP project

A procedure

A comparison

A case study or project

Other: _____

A research study

STEP 3 DETERMINING AUTHORSHIP

I have reviewed published guidelines on authorship criteria, such as those from the International Committee of Medical Journal Editors (ICMJE, 2020) and journal guidelines.

Persons who may serve as co-authors _____

If co-author(s), we have negotiated the following writing contributions and order:

STEP 4 CHOOSING A VENUE

One or two possible specific venues for my work are _____

I have located and printed the Information for Authors for this publication.

I have searched and reviewed similar articles in this publication to inform my choice.

I have searched this journal and the literature in general for recently published work on this topic.

After reviewing the possible features, the best fit for my work is _____

I have queried the editor with any questions or concerns.

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

Consider feedback you have received from colleagues if you have presented this work as a poster or podium session.

List all ideas that might be appropriate for the article on a sheet of paper.

Group ideas that are related together.

Create an outline using major section headings for general topic areas and subheadings for specific discussions in each section.

Add Introduction and Conclusion to your outline.

If a research report, use accepted headings (e.g., Review of Literature, Methods, Results, Discussion).

If you are writing a manuscript from a school paper, decide what is essential to include and determine how you can place any necessary content from appendices into your narrative.

Compare your outline content to the journal guidelines and revise as necessary.

Note what literature supports the content in your outline.

Set a timeline to complete your work.

Begin your first draft by writing your content in each section.

STEP 6**REVIEWING YOUR DRAFT FOR SYNTHESIS AND CLARITY**

Review your draft for synthesis by asking the following questions:

Does my work go beyond individual summaries of what is published to combine information from more than one source and make sense of it for your readers?

Do I draw conclusions to make clear what is known or not known about the topic?

Do I describe how your work fits into this context?

If research findings, have I considered in what ways findings were expected or unexpected, and why?

Does my draft include strings of quotes? If so, what can I paraphrase?

Can readers clearly see my original perspective on this topic?

Review your draft for clarity by asking these questions:

Am I using everyday words, avoiding jargon and technical terms?

Am I writing in active voice whenever possible?

Did I minimize tense switching (research is typically reported in past tense)?

Did I place the most important information at the beginning of my paragraphs/sentences?

Does every paragraph contain a single idea?

Is my paper free from bias, exaggeration, and opinion?

Have I eliminated gender concerns where possible by using plural forms?

Did I eliminate abbreviations and write out all acronyms with first use?

Do I refer to all tables and figures in the text?

STEP 7 INCLUDING REFERENCES AND FORMATTING

All references in the text are on the reference list and vice versa.

The reference list has complete reference information for each reference.

Assertions, facts, statistics, and other paraphrased content is supported by a reference.

Quotations include page or paragraph numbers.

References are current (follow journal guidelines; if none, last 5 years).

Most references are primary sources.

The importance of content from classic, historic, or pivotal references is explained in the narrative.

The manuscript follows the style guidelines of the journal (e.g., APA, AMA).

STEP 8 SEEKING PRE-SUBMISSION FEEDBACK

I have received feedback from at least 3 readers of varied practice background and educational levels.

STEP 9 FINALIZING YOUR SUBMISSION

I have revised based on the feedback received from pre-submission reviewers.

I have created a distinctly different product from my school paper submission; this manuscript reads like other articles in my journal of choice.

I have double checked journal author guidelines and submission requirements.

I have used the spellcheck; read word-by-word; and read aloud strategies to eliminate errors.

I have obtained any permissions required to reproduce or adapt tables, figures, questionnaires, or test items from a copyrighted source.

STEP 10 SUBMITTING YOUR MANUSCRIPT

I have submitted the manuscript files to my selected journal.

I have submitted to one journal only.

I have included my full and current contact information on the title page for the editor with my submission.

I have submitted an alternate email in case my university email is not active after graduation or a change of employer.

If required, I have included a cover letter to the editor with my submission.

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.