

# Checklist for submitting articles to Science Borealis

## The initial written pitch - due Friday, Week 1

Your initial written pitch defines the proposed article's:

- subject
- scope
- approach
- Canadian angle(s)
- List of possible sources to interview or refer to

You have provided:

- A range of 2–3 possible dates and specific times (including time zone) when you are available for Slack pitch session

## The pitch session - to conclude no later than the Friday of Week 2

- You are prepared to discuss and finetune the subject, scope, approach, focus, and details of your proposed article with your colleagues.
- You have prepared a list of possible and available sources.

## First draft - due Friday, Week 3

Your first-draft submission to the *managing editor, senior editors and team coordinator* includes, in addition to the draft:

- a title for your article
- the author(s)'s name and subject area (your beat)
- Define the submission email subject line as: *author name, subject, publication date, editorial step (pitch proposal, version 1, etc.)*

## Second draft - due Wednesday, Week 4

- You have addressed or responded to each comment, suggestion and request provided by the editors.
- You have accepted or rejected each of the edits suggested by the editors.
- You have read through the document to ensure no errors, typos or extra spaces have been introduced with the revisions.
- You have drafted and attached one Facebook post that summarizes your article; and have listed the stakeholders that the Outreach team should ping when promoting your article on Facebook.
- You have drafted and attached one tweet summarizing your article and containing relevant hashtags and Twitter handles for the article's stakeholders.
- You have provided all images and associated information:
  - \_\_ a banner image (landscape orientation), which is the visual signature of your article
  - \_\_ images embedded within the word.docx file
  - \_\_ images provided as separate jpeg/png files at a minimum of 900 dpi horizontal
  - \_\_ a caption for each image
  - \_\_ source credits for each image
  - \_\_ the image license terms
  - \_\_ the source URL for the image

## Final draft – no later than noon, Eastern Time, Wednesday, Week 5

- You have addressed or responded to each comment, suggestion and request provided by the editors.
- You have accepted or rejected each of the edits suggested by the editors.
- You have read through the document to ensure no errors, typos or spacing errors have been introduced with the revisions.
- You have provided appropriate social media hashtags and handles (interviewee/organization Twitter/Facebook handles; hashtags commonly used for the subject; your social media handles).