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## **PART 1 – Time, Topics, and Resources**

- 1 A Writer’s Time, Place, and Tools
- 2 Finding Topics and Venues for Publication
- 3 Journals, the Internet, and Surveys As Resources

Part 1 presents options for preparing yourself and your space for your craft. The writer is given suggestions for finding topics as well as for locating venues appropriate to their articles. Various resources for writing also are

## **PART 2 – Getting the Job and Doing It**

- 4 Purpose and Types of Writing
- 5 Writing Vocations
- 6 Communicating With the Publication’s Editors

Part 2 discusses the purpose and types of writing, teaches writers about the various vocations available, and addresses the issue of communicating with a publication’s editors.

## **PART 3 – Writing, Submitting, and Revising**

- 7 Writing, Editing, and Proofreading
- 8 Submissions and Manuscript Tracking
- 9 Reviews, Revisions, and Decisions

Part 3 leads the writer through the writing, editing, and proofreading stages while detailing specifics involved with submissions and manuscript tracking. This part also guides writers through reviews and revisions of their articles.

## **PART 4 – Legalities, Compensation, and Help in Organizing**

- 10 Contracts, Rights, Permissions, and Reprints
- 11 Payment and Fees
- 12 Help in Organizing

Part 4 discusses the importance of rights, permissions, and reprints, and advises the writer on payment and fee issues. Finally, the writer is given suggestions on getting and staying organized, and a list of resources is provided.



**About the Author** - Gary Michael Smith is former managing editor of an international scientific specialty research journal. More than 200 of his articles have appeared in more than 60 international trade magazines and specialty journals. He has authored 11 books on topics of scientific journal management, driving safety, coffee and coffeehouse history, writing, publishing, complaint resolution, and professional organization development. He also teaches numerous courses at the University of New Orleans on a variety of topics.

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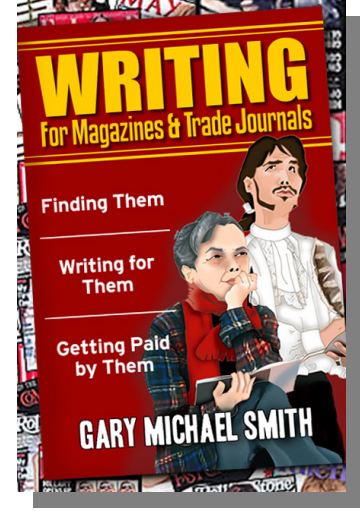
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