

QUERY TRACKER

STATUS

- DEVELOPING IDEA RESEARCHING
 SUBMITTED ASSIGNED

QUERY IDEA _____

DATE _____

TYPE

- ESSAY FEATURE HOW-TO SHORT ITEM

SUBMISSION TRACKING

PUBLICATION	EDITOR NAME	DATE SUBMITTED	FOLLOW-UP DATE	S.P.A.D.*	ASSIGNED/ACCEPTED	WC/DUE DATE
_____	_____	_____	_____	_____	<input type="checkbox"/>	_____
_____	_____	_____	_____	_____	<input type="checkbox"/>	_____
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_____	_____	_____	_____	_____	<input type="checkbox"/>	_____
_____	_____	_____	_____	_____	<input type="checkbox"/>	_____

* S.P.A.D. = Slush-Pile Assumption Date!

PUBLICATION

ANGLE & HEADER

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

CHECKLIST

- Is it important?
- Is it timely?
- Does it fit readership?
- Am I qualified to write this?
- Is there something new to say?

EXPERTS & OTHER INTERVIEWEES

NAME CONTACT # EMAIL CONTACT NOTES

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Quick SIDEBAR NOTES

PRELIMINARY RESEARCH

(Statistics, Facts, Quotes, Definitions, Anecdotes, Books, References)

QUERY IDEA
DATE

