

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"/>	_____
_____	_____	_____	_____	_____	<input type="checkbox"/>	_____
_____	_____	_____	_____	_____	<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 _____