Your Writing Checklist

In addition to the Series Guidelines, please use the following checklist as reference while writing content and before uploading it for us to review:

Outline

- ☐ Cover all topics and skills mentioned in the Outline prepared at the start of the book
- ☐ Stick to the page count mentioned in the Outline; too high or too low a page count is unadvisable
- ☐ Ensure that the chapter meets all the objectives stated in the Outline

Technical

- ☐ Use the latest/updated versions for all tech and code – always check for version updates before starting to write a new chapter
- ☐ All code should be explained either in a paragraph or sentence
- ☐ Update code files on GitHub with each chapter delivery
- ☐ Don't provide code blocks exceeding 15 lines; provide snippets for lengthy code

Structure

- ☐ Open the chapter with a brief introduction to the topic and list the learning goals
- ☐ Add a bullet list of the main topics or Level 1 Headings covered in the chapter
- ☐ Use appropriate heading styles and create sections/subsections to improve readability
- ☐ Use "-ing" verbs in headings as much as possible to imply action
- ☐ Add signposts or transition statements between major sections to create logical flow
- ☐ Link the content within the chapter to create a learning journey for the reader
- ☐ Ensure that there are no consecutive headers or images; use lead-ins
- ☐ Ensure that the reader is able to achieve the goal(s) mentioned in the introduction

Value

- ☐ Keep the content hands-on and practical by using real-world examples
- ☐ Limit or avoid background information and theory
- ☐ Use images to support and/or simplify explanations, not just to illustrate
- ☐ State the value or real-world application of the skill being taught at the end of each section
- ☐ Add statements to remind the reader when they are close to achieving the chapter goal
- ☐ Use phrases such as "You have now learned", "You can now configure…", and "You now understand…" to reinforce value and skill learning
- ☐ Summary section: Recap the chapter's learnings and reinforce their value/application
- ☐ Close the Summary section by introducing the topic of the next chapter
- ☐ Avoid repeating information; cross-reference instead
- ☐ Avoid talking race, gender, children, and so on in a disparaging, unethical, or any other negative light
- ☐ Avoid plagiarism in all forms and for any type of content (text, images, datasets, or code)
- ☐ Seek suitable permissions for using copyrighted material or intellectual property

Readability

- ☐ Consider your audience while writing; e.g. while writing for beginners, cover topics in more detail and with examples
- ☐ Keep your content concise and straightforward; stick to the topic and write in complete sentences
- ☐ Address the reader or include them in the chapter tasks using "you" and "we" in your text, e.g., "you will see…" and "we will execute…"
- ☐ Create visual variety use lists, information/tip boxes, images, tables, or bullet points
- ☐ Add numbered steps when explaining complex tasks or code execution that involves multiple steps
- ☐ Add some text before and after all code blocks and images to "frame" them

Finally, please read through the content once again before you send it to us!