

PUBLICATION PLANNING WORKSHEET

Fill out and SAVE info on this form; please see the Reports Specialist if you have questions.

Please send the completed worksheet to Michelle Greenwood.

Please cc Leah Kammel if it is an abstract and attach the abstract.

Project Account Number: _____

Funding until _____

Report Series: _____

Short Name: _____

Short File prefix (3-5 characters): _____

Full Title: _____

Primary Author: _____

Additional Authors (with affiliation and location):

Reviewers: (with affiliation and location, one may be in office)

Cooperators: _____

Audience: _____

BUDGET TOOLS For the SPN at \$55/hr:

Quantity	Report Item	Hourly estimate	Sub-total
_____	Pages of text in manuscript	x 0.33	_____
_____	Page-sized maps	x 4	_____
_____	Graphs	x 1	_____
_____	Diagrams/Illustrations	x 3-8	_____
_____	Tables	x 1	_____
_____	Photographs (min. 300 dpi)	x 0.25	_____
_____	Appendixes (per page)	x 0.33	_____
_____	Editorial review (per report)	24-80	_____
_____	Layout (per report)	24-120	_____

Total Budget: _____

PLANNED TIMELINE

_____	To Colleague Reviews
_____	To Editorial Review
_____	To Approval (District or Region)
_____	To SPN for Layout
_____	Publication (print/web)

Other notes about this report (please include journal name if applicable):

Report Task	Hourly estimate
Total SPN charges from above	_____
Printing Costs (see RS)	_____
Reports Specialist/SSU	8-40