

## Quick Guide and Checklist for Author's Note Writing

Components of the Author's Note	Aspects Addressed
<b>Writing product</b>	<p>Summary/abstract</p> <p>Identification of omissions, abridgments, simplifications, or inventions; artistic expression, fact vs. fiction (poetic license), space for debate</p> <p>Background information; additional information: dates, timelines, places</p> <p>Continuity of events before/after story</p> <p>Acknowledgement or resolution of controversy (dispute, question, or mystery)</p> <p>Idea/problem explanation</p> <p>Impact exploration</p>
<b>Writing process</b>	<p>Experience of writing the work/composition and revision process</p> <p>Contributing research (scholarly work, interviews, personal experience)</p> <p>Challenges in writing process</p> <p>Impactful discoveries or events in writing process</p>
<b>Author</b>	<p>Author's relevant background</p> <p>Inspiration, intent, purpose</p> <p>Personal growth and learning</p> <p>Author's critical self-awareness</p>
<b>Sources</b>	<p>Acknowledgement of other's contributions (esp. through anecdotes)</p> <p>References</p> <p>Credit for other's works</p>
<b>Audience</b>	<p>Acknowledgement of reader expectations; justification/explanation of divergence from reader expectations</p> <p>Answers to reader's questions</p> <p>Building connection with reader</p> <p>Asking feedback from readers</p>