

Checklist for Finalizing a Publication

- Is there a data use agreement in place for my contract?**
 - Yes: Does the data use agreement require me to share a publication or product in advance with a contractor?
 - Yes: Please share your publication with Kate first, then the contractor.
 - No
- Is there a requirement under the contract to share your publication with the contractor in advance of publication?**
 - Yes: Please share your publication with Kate first, then the contractor.
 - No
- Do you have a timeline or know the tentative publication deadline?**
- Have you reached out to Carolyn to discuss any graphic needs?**

Please see the [graphics request reference guide document](#) for ideas.
- Have you shared with your supervisor?**
- Have you shared with Kate?**
- Have you written or reviewed the abstract that goes with your publication?**
- If you have figures in your publication, have you written alt text or reviewed alt text from the communications staff?**
- Have you received (from Comms) and appropriately stored the final Word doc and 508 remediated PDF in your project folder on Box?**

Post publication:

- Have you engaged with MACPAC's social media to re-share the publication on LinkedIn and/or X?**
- Have you appropriately stored any data in the [data archive](#)?**