# Publications Checklist

* 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](https://macpacgov.box.com/s/8vlftgftja4825tyuea32gqfvhkvlv76).

* 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](https://macpacgov.app.box.com/folder/31906980272?s=gytigt9hahe7mnqdx8mz5ve4w4kqoz82)?