

## 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](#)?**