# 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?

No

Yes: Please share your publication with Kate first, then the contractor.

**Is there a requirement under the contract to share your publication with the contractor in advance of publication?**

No

Yes: Please share your publication with Kate first, then the contractor.

**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)**?**