

Professional Submission Tracker

Fillable workbook

1st Edition

Published 2026

White pages, clear prompts, and a source trail you can check. Use a separate saved copy for each assignment or submission.

PUBLICATION AND COPYRIGHT

HOW TO WRITE AN ESSAY

A Professional Guide to Publication, Evidence, and Editorial Practice

Companion: Professional Submission Tracker - Published by Banana Bytes Publishing Inc.

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First edition

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Start Here

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Complete for your own project. Use a labelled continuation sheet when needed.

Manuscript title and version

Venue, editor, route, and requirements checked

Deadline, audience, and fit

Contribution in one sentence

Evidence, source, rights, and restriction tasks

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Contribution, structure, evidence, and limits

Fact-checking, quotations, citations, and copyedit

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Submitted date, version, and confirmation

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Decision and date (or awaiting response)

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Editor/reviewer comment and exact location

--

Response, revision made, and manuscript location

--

Next action, owner, and deadline

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Integrity sign-off and remaining questions

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