

Manuscript Planning Sheet

Complete before drafting. Prevents scope creep, authorship surprises, and wasted writing.

Working title: __ **Writing lead:** __ **Date:** __

1. The one-sentence message

- If a reader remembers one thing:

2. Target venue

- Primary journal: __ *Backup:* __
- Article type / word limit / format notes:

3. Audience & framing

- Audience:
- Forward-progression framing (how this advances prior work, not repeats it):
- Which of our four themes it belongs to:

4. Figures & tables (the visual backbone)

#	What it shows	Owner	Source notebook
1			
2			

5. Authorship (link to agreement)

- First: __ Senior: __ Order rationale:

6. Reproducibility

- Repo: __ Analysis locked? __ Reproducible Analysis Checklist done? ☐

7. Acknowledgments / data attributions (exact required text)

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8. Timeline

Stage	Owner	Due
Outline		
First full draft		

Stage	Owner	Due
Internal review		
Submission		