The Inquiry Process

While everyone’s research and writing process is unique, we all follow common steps in completing a project. Being aware of these phases can help us become more deliberate and effective writers.

Time Management & Productivity

Any time that you spend writing will be a tradeoff that draws time from other activities. Acknowledge and embrace the fact that when writing, you are NOT doing something else. Finding time to write is all about managing your priorities.

Tips:
- Schedule time to write on your calendar and honor it.
- Value your writing time as much as you value other precious things in your job.
- Find support for your writing either via social media or form a writing group.
- Set incremental, achievable goals and deadlines.
- Track your progress.
- Keep a journal.

Getting Published

Getting published is as much about how good are your ideas, how well you can write, and your relationships. This does not mean you need to be the most networked person in libraries! Here are some dos for getting published.

Do:
- Query editors early. Contact the editors at relevant publication venues with an abstract of your work to see if they would be interested in publishing your completed manuscript.
- Write with a journal/publisher in mind. It will be easier to frame your arguments, use the style required by a publication, and motivate your efforts if you can identify your audience before you begin the process.
- Structure your writing around a central argument. Most publishing rejections occur because manuscripts do not present a position, theory, or argument.
- Follow all editorial guidelines for a publication as outlined by a publication’s web site or communication with editors.
- Have someone else read and edit your work before your submit it.
- Submit your best work.
Love Your Keyboard! Professional Writing for Librarians: A Bibliography

Guides and Handbooks


Writing Exercises


Odegaard Writing & Research Center: Writing Resources. [http://depts.washington.edu/owlc/WritingResources.html](http://depts.washington.edu/owlc/WritingResources.html) (see specifically the handouts section)

Advice/Inspiration


Case Studies/How I did it


Academic Articles


