

THE TEN STEPS

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Writing

1. Write daily for at least 15–30 minutes.	3
2. Record your minutes spent writing—share records daily.	11
3. Write informally from the first day of your research project.	19
4. Outline your manuscript based on an exemplar.	25

Revising

5. Find or write a key sentence for your manuscript and for each paragraph.	31
6. Make a list of key sentences as an after-the-fact outline.	41
7. Seek informal feedback before peer review.	47
8. Respond effectively to feedback.	61
9. Read your manuscript out loud.	67
10. Kick it out the door and make 'em say “Yes”!	73

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