

# The Final Writing Process

As we near submission of a final report or paper, the work flow should be:

- Chapters given to me, comments given back, such that if all comments are addressed the chapter is "ready to go" and "I don't need to see again until final". I will say as much on each.
- "Chapters" includes all major chapters (of course), but also the abstract and references.
- Each chapter should be sent separately (as a PDF), not bundled together.

I need to review each chapter independently, so only send chapters that: 1) I've not yet seen the first draft, or 2) I've seen one or more drafts and have asked for that chapter again, before the final report is assembled. (i.e., if I've indicated I do not need to see the chapter again until the final build, please do **not** resend it to me).

Once every chapter is cleared, a PDF of the whole paper should be assembled. For a report, this include a cover page, table of contents, and any appendix material. Pay attention to captions/tables breaking across pages or margins and/or automated figure numbering being out of whack.

I will then go over the final pdf as complete document, checking for any final corrections I was keen to see in place. Any needed changes may kick it back for another round.

Once the final report looks good (or looks good with a few indicated fixes), I will give you the go-ahead to finalize and submit.

If a project is has an industry sponsor, the sponsor has 30 days to review a project report. In that review, they may: 1) allow it to be published as-is, 2) redact parts (e.g., pages/words), 3) request an embargo the whole document for 1-3 years. Once reviewed by the sponsor, you will submit your final approved report and do the eCDR the following term, embargoing as needed.

Those graduating *before* the sponsor reviews the report will do so by submitting just the cover page. The final report, when submitted, will later be "backfilled" into the project. Note, for an IQP or MQP, even the cover page eCDR cannot be submitted until the entire report is approved.