

GIGGLEIT PROJECT



How to publish my work

Publishing your work means presenting it for the world to see and read. In the case of the GiggleIT Project, your work will be online and available to anyone via the World Wide Web (WWW).

So it must be your best work or **publishable standard**. This means that it must use correct English. Later the GiggleIT team will publish your work in languages other than English.

The publishing process

There are lots of resources available for GiggleIT Project members to help you produce work that is of a publishable standard. Here are some tips to get you started.

- Step 1** Plan your work first. Think about what you want to achieve, how you want the end product to look and what it will say. Good authors always plan their work.
- Step 2** Work out what you already know. This is where mindmaps and graphic organisers are very useful. They help us to organise our thoughts and think about what we already know. Sometimes we surprise ourselves! They also provide us with some information about what we don't know and need to find out.
- Step 3** Do an action plan with some timelines. This will help to keep you on track. Make each section of your action plan small and try not to do everything at once.
- Step 4** Do your research. Now you know what you need to know, you can begin searching for information. Remember to use different resources to make sure your information is accurate (true) and up-to-date.
When you are researching you may find that you can add more information to your mindmap and/or graphic organiser. These are working documents.
Always have a Vocab list to add new words and their meanings. This is also a working document and will help you with your language and reading skills.
- Step 5** Take notes. Use a note template so you have the bibliographic information and your thoughts in your own words. This way you will not plagiarise. Remember, all information is copyright to the author/s and even if you are allowed to freely use it, you must mention who wrote it (acknowledgement by referencing).
- Step 6** Always do a draft. Plan your writing and do a draft. Sometimes getting started is the hardest part. Use a planning template like the GiggleIT writing plan (you can write your own) to help you and start with dot points or questions. Then use your notes to write some sentences for each dot point or question.
- Step 7** Proofread the draft by reading it aloud. Is it well written? You will often hear mistakes that you would miss when you read it aloud. Check your original topic. Have you answered the question? Is your work on the topic? If not then you will need to do some more work.
- Step 8** Write/type up a presentation copy