## Before You Start Publishing

This handy guide follows the [Instructions for Authors](https://qubeshub.org/kb/resources/authorinfo) to keep together all the text that can then be copied during the publication process. Notes and comments in this document are italicized so you can separate them from your text, feel free to delete. Links to specific places within the author information guide.

*Step 1. Make a copy of this document for yourself*

*Step 2. Have your Implementation Plan and your Teaching Notes ready*

*Step 3. Start reading the* [*Instructions for Authors*](https://qubeshub.org/kb/resources/authorinfo)*, this guide starts at the* [*Preparing*](https://qubeshub.org/kb/resources/authorinfo#preparing) *section*

*Step 4. Use this guide to help during publication*

### [**Title**](https://qubeshub.org/kb/resources/authorinfo#title):

### [**Abstract**](https://qubeshub.org/kb/resources/authorinfo#abstract) (255 characters)-

[*This section has been created with a total of 255 characters. This way, you can select* ***insert*** *on your computer keyboard and replace a single character at a time and that will then fit the necessary size limit for the publication platform we use in QUBES.*]

### [Description](https://qubeshub.org/kb/resources/authorinfo#description)

*Descriptions are finally where you have the freedom to talk about your work and its context. The description field is distinct in that it has no character limit and provides you with a rich text editor, meaning that you can add formatting, links, images, and videos. Users will only see descriptions after they have decided to view the full record. The information in the description should again be distinct from that in the title and abstract. There are no distinct requirements for descriptions, and the best practices are more flexible. You can use these subheaders in your description, and paragraphs or bullets are fine for this section. This section also allows links, images, and videos if helpful. Start with your Implementation Plan and Teaching Notes and simply slightly modify and put together for this stage of the process*

General Description

Context for Use

Instructor Notes

### [Tags](https://qubeshub.org/kb/resources/authorinfo#tags)

*Required Ontology*

* *Teaching Materials*
  + *(from your teaching notes Course Information section)*
  + *Audience Level (including Undergraduate major/non-major)*
  + *Instructional Setting*

*Optional Ontologies*

* [*Inclusive Pedagogy for Life Science Education Ontology*](https://qubeshub.org/community/groups/builds/ontologies#inclusive)
* [*Universal Design Tagging Ontology*](https://qubeshub.org/community/groups/builds/ontologies#universaldesign)
* [*Open Science and Education Ontology*](https://qubeshub.org/community/groups/builds/ontologies#open)

*Free entry tags- the more you have, the easier it will be to find your work*

*[****specific to your Incubator/FMN/Group/Project****], topics, data sets, course name, skills used, etc.*

### [Change notes](https://qubeshub.org/kb/resources/authorinfo#change)

*This is it - this is where you finally describe exactly how you changed the original material to create your adaptation! This information has its own section because it is such a critical part of Open Education. It is essential that others can understand exactly what you changed and how you did it. Not only does writing descriptive change notes foster adoption by others, but it clarifies the relationship to the original resource, providing detailed information about components that are your original work.*

*Consider crafting change notes as an opportunity to reflect on your work, providing as much detail as possible, without repeating information already included in the Title, Abstract, and Description.*