

Are you looking to write a new article for PolyTechTalk? The PolyTechTalk team is here to guide you through the proper steps in creating your own article to make our website a safe and productive space. Refer to the pipeline below to find out where you are!

1. Identify your Desk and Desk Lead!

All PolyTechTalk articles fall into the categories of Sports, Clubs, Photography & Media, Events & Updates, and Scholarly Advice. Identify which Desk most closely represents the article you want to write, and make sure you know how to contact the assigned Desk Lead.

2. Find an article topic!

An article topic is either suggested by an author or assigned to one by their Desk Lead.

3. Write the article!

In the PolyTechTalk shared Google Drive, add a shortcut or copy your article-in-progress to the [Articles > Articles in Progress](#) folder.

4. Inform your Desk Lead that the article is complete!

In the PolyTechTalk shared Google Drive, move your article to the [Articles > Articles for Editing](#) folder. Most Desk Leads can be contacted through text.

5. Get your article edited!

Your Desk Lead will then assign a Desk Editor to look over your work to make sure it follows our article rules and regulations. You can see these regulations in our helpful checklist in the Article Resources folder! The Desk Editor, Desk Lead, and faculty editor Dr. O'Neill will review your work. They may ask you to make some changes to better fit our platform.

6. Inform the team that you're ready to publish!

Once all three parties approve your article, let us know in the PolyTechTalk group chat! The Vice Principal will take one last check at the article before our website team publishes it. In the PolyTechTalk shared Google Drive, move your article to the [Articles > Published Articles](#) folder.

7. Get some credit!

Log all your work hours to our Work Log in the Work Logs folder to potentially receive Service Learning Hours!

8. Celebrate your hard work!