

# Paper-writing checklist

Note: this is meant to cover many *possible* things you might do; for any paper you won't need to do all of these tasks. The list is also unordered.

- Identify your audience**
- Define your purpose**
- Write a top-down outline down to bullet points
- Write a TODO list for each section
- Come up with a 30-second elevator pitch (How would you respond if someone asks, "What's your paper about?")
- Start with the paper section that is easiest for you to write
- Make hand-drawn figures for the introduction
- Make hand-drawn figures explaining your solution
- Make hand-drawn results figures
- Dump your thoughts into a text file or onto a piece of paper
- Decide what figures will show the results
- Outline the sections
- Write down a list of contributions
- Decide what is novel compared to related work
- Start writing the technical description (what did you do?)
- Explain background you need (or think you need)
- Come up with a main message
- Gather statistics on the implementation (lines of code, versions of software used, etc.)
- Identify a motivating "selling" result (we improve throughput by 5x, reduce cost by 20%, etc.)

- Come up with a simple running example that you can use to explain your techniques (eg, if you developed a programming language, a specific program is useful)
- Find statistics that motivate the problem (eg, "5.7 Million people in the US have Alzheimer's Disease")
- Write the related work for direct competition
- Identify a good concrete example to show in the intro (eg, if you generate fake faces, you should show some on the first page)
- Identify what evidence you have for each motivation/problem you might claim to solve (especially helpful for deciding between motivations)
- Write down the questions your results/evaluation will answer
- Enumerate the experiments you have run and what conclusions you can draw from each
- Enumerate the claims you make and what evidence you need for them
- Write an introduction
- Write the methods section
- ...
- ...
- ...

Things you should do at some point but probably later:

- Write an abstract
- Choose a title
- Write a conclusion
- Figure out all the actual submission logistics (formatting, PC conflicts, etc.)
- Trim the paper to be within the page limit