

EduProject.org Monograph Writing Guide (Nov 1, 2015)

Please keep the points below in mind when writing your monograph. The "Managing Risks & Constraints" monograph serves as an example that may be helpful to follow. The page numbers below refer to this sample monograph:

- the length of the monograph should be between 1800 and 2000 words;
- speak directly to the reader using clear, jargon-free language;
- provide examples (from others or your own experience) where helpful;
- give your monograph a short title and provide your name, title, and affiliation (page 1);
- begin the monograph with an introductory paragraph which precedes the first heading (page 1);
- to assist with the formatting of the monograph, precede headings, sub-headings, sidebars, and text blocks with tags, for example:

Heading: Risks (page 1)

Sub-heading: Safety (page 3)

Sidebar: The professional project management standards... (page 1)

Text Block: Conducting a SWOT Analysis. Professional project managers... (page 6)

- include a few sidebars, spaced throughout the monograph;
- if appropriate, use bulleted and numbered lists (page 2);
- cite all ideas and quotes that come from other sources. Include a "References" list at the end of the monograph (page 10);
- include an "About the Author" paragraph at the end of the monograph (page 11);
- include three to five "Discussion Questions" at the end of the monograph (page 11).

Please submit your draft monograph in .doc, .docx, .rtf, or .txt format. The draft will be reviewed and I will reply with any suggested changes. (Should you wish, I may be able to arrange for the draft to be peer reviewed. Please request this when you submit the draft.)

Once the text is finalized, the monograph will be formatted for publication. You will have a chance to review the formatted draft before it is posted to the EduProject.org website for free download by visitors to the site.

You are welcome to incorporate text from your monograph into another publication, so long as you cite the original monograph and EduProject.org. For example: Hutchison, David. (2015). *Managing risks and constraints*. St. Catharines, Ontario: EduProject.org.

Feel free to contact me with any questions you might have. Thanks kindly.

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