

Editorial Workflow Checklist

1. Pre-Writing

- Define objectives and target audience
- Research topic
- Create an outline

2. Writing

- Draft content
- Incorporate keywords and SEO elements
- Format headings, lists & images

3. Editing

- Check for grammar and spelling
- Ensure clarity and coherence
- Verify facts and sources

4. Approval & Publishing

- Get approval from stakeholders
- Upload and publish
- Review final live content

Notes

Add notes or comments here...