Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­ Period: \_\_\_\_\_\_\_\_\_\_\_

This will be the first page of your “journey” (also known as the portfolio that you should be keeping to document everything that goes into the publication of your short story/personal memoir). If you could complete this assignment, print it, and then turn it in for a grade, that would be great!

1. I am writing a short story / personal narrative.

(Delete the one that doesn’t apply.]

1. I have a tentative title and it is: ­­­­­­­­­­[Insert title here if you have one; if you don’t, leave it blank.]
2. I am writing about… [Give a brief description of your writing.]
3. The song/poem that I intend to use is: [Provide the name and the artist.]
4. This is how I went about contacting the copyright owner: [Below, list the steps that you’ve taken. Start with the research that you did regarding contact information and go from there. Be specific. Include names and companies. If you had to contact more than one person, include that too.]
5. Have you sent the email/mailed the letter to the copyright owner? [If the answer is “no,” then you must do this right away.]
6. Have you heard back from the copyright owner? [Yes or no.]
7. Are you allowed to use the lyrics/lines? [If the answer is “yes,” then you’re almost done with the first leg of your journey!]
8. If you have heard back from the copyright owner, how does he/she wish to be credited? [Provide any information that you have. This may be something specific that has to be copied and pasted into the book, or it may just be a name in the Acknowledgments section.]