



- **NEW MSO Staff Writers MUST ATTEND AT LEAST TWO WRITER'S WORKSHOPS PER SCHOOL YEAR. You must attend one workshop each quarter** to have your article published during that quarter. There will be a make-up workshop if you are unable to attend the primary workshop.
 - Older MSO Staff Writers and Editors are not required to attend workshops.
- **WRITERS** are responsible for contacting their assigned **GRAPHIC EDITORS** and **WRITING EDITORS**. You must maintain constant communication to ensure high-quality articles and graphics. Check your emails daily. Do not leave your collaborators hanging after you finish your task.
 - After sending in the final draft, writers **MUST** check their email inbox daily in case the editor/MSO team requires last-minute changes.
- **TOPICS, ROUGH DRAFTS, and GRAPHICS** are **due @ 11:59 PM** of the days listed.
- **ARTICLES** should be written in **Google Doc** and edits must be made on this document. **Submit the Google Doc to Google Classroom** (not as PDF).
- **ONE-WARNING POLICIES:** You will be given a warning if you forget a deadline. Do not leave editors/writers hanging; doing so will hinder the publishing process and complicate the communication among the editor, writer, and MSO Team.
- A voting system will be implemented. Please refer to the schedule below for the dates.
 - Voting is not mandatory, but is recommended
 - **GUIDE TO VOTING:**
<https://docs.google.com/document/d/1AC4Jv8EVyaxW7sVHUYHgvgphesEh5nGp1U5-DRoUfQU/edit?usp=sharing>
- Articles will be uploaded to the **MSO UCSD** website by the beginning of the following quarter. (For Spring Quarter, articles will be uploaded within two weeks following finals week).
- If you have any questions or concerns, please email morningsignout.atucsd@gmail.com.

WINTER 2026 Writing Schedule

WEEK	DAY/DATE	ASSIGNMENT(S) DUE
2	Friday, January 16th	Come meet MSO! Tabling- Plaza Table #4 12:30-3:30 PM
3	Tuesday, January 20th	Deadline to fill out Position Sign-up Form at 11:59 PM - form is posted on the MSO website and instagram.
3	Saturday, January 24th	Writers'/Editors' Workshop at 12:30 pm - An email will be sent to new writers and editors with a zoom link
4	Thursday, January 29th	GBM #1 —Pharmaceutical Sciences Building (PSB) room 1186 from 6-7 PM with Dr. Andrew Lee.
4	Friday, January 30th	Proposed Article Topics are due by 11:59 PM on Friday, January 30th to Google Classroom . Approval will be sent out by Monday, February 2nd . Team assignments will be sent out before the rough draft due date .
5	Wednesday, February 4th	Meet the MSO Team! Mandatory for all members. Asante Rooms in ERC from 7:30-8:30 pm .
5	Thursday, February 5th	2-3 Core Article Sources are due by 11:59 PM to Google Classroom to check for source credibility. Approval will be sent by Monday, February 9th .
6	Thursday and Friday, February 12th and 13th	Rough Draft Review Session #1 on Zoom with Editor-in-Chief/Writing Supervisor. Sign up for slots in Google Classroom <ul style="list-style-type: none"> • REMEMBER: At least 1 of the 2 scheduled reviews are REQUIRED to attend!
7	Thursday, February 19th	Rough Drafts are due by 11:59 PM to Google Classroom AND assigned editor's email address. <ul style="list-style-type: none"> • co-presidents will review as well
7	Friday, February 20th	10 Taped Flyers Due! If you are a writer, editor, or graphic editor, make sure that you have uploaded a picture of you posting one of your flyers to google classroom by 11:59 PM . ALSO

		The Member Form in Google Classroom is due at 11:59 PM!
7	Sunday, February 22nd	<p>Editors return articles with suggestions/comments to assigned writer(s) AND Google Classroom by 11:59 PM.</p> <p>Writers should begin contacting assigned Graphic Editors to provide an appropriate banner.</p>
8	Monday and Tuesday, February 23rd and 24th	<p>Final Draft Reviews Session #2 on Zoom with Editor-in-Chief/Writing Supervisor. Sign up for slots in Google Classroom (times TBD)</p> <ul style="list-style-type: none"> • REMEMBER: At least 1 of the 2 scheduled reviews are REQUIRED to attend!
8	Wednesday, February 25th	GBM #2— Price Center Green Table Room 7-8 PM
8	Saturday, February 28th	<p>Final drafts due by 11:59 PM to Google Classroom, assigned editor's email address, and the Writing Supervisor's email (tjfry@ucsd.edu) for review.</p> <p>Feel free to send it in earlier than the deadline!</p>
9	Monday, March 2nd	<p>Editors return articles with final suggestions/comments to Writer's email AND Google Classroom by 11:59 PM.</p> <p>Graphic Editors should submit their completed graphics to Google Classroom by 11:59 PM.</p>
9	Wednesday, March 4th	<p>Writers correct any last minute-details if notified by editor or MSO and send back polished final article by 11:59 PM to both the Google Classroom and the Writing Supervisor's email (tjfry@ucsd.edu). If no polishing is needed, leave a comment under the google classroom post.</p>
9	Friday, March 6th	VOTING BOOTH OPENS (HIGHLY ENCOURAGED)
10	Thursday, March 12th	VOTING BOOTH CLOSSES AT 11:59 PM. THANK YOU FOR A PRODUCTIVE WINTER QUARTER!~