**Writing Tips**

**June 20 2018**

***The information below applies to the majority of cases, but exceptions are possible. For example, we prompt you to avoid Passive Voice, which though doesn't mean that it cannot be used at all. This is true for the rest of the rules listed below.***

***We Hope you will find this guide useful just as we did:)***

***Best regards,***

***QA department.***

**Grammar, punctuation, syntax:**

* Make only one space after commas, periods, semi-colons and colons.
* Understand the meaning and use of the definite article (the) and the indefinite article (a, an).
* Do not use exclamation marks.
* Do not capitalize common nouns.
* Make sure all verbs agree with their subject in number (singular and plural).
* Make sure all prepositions agree with the verb (in English, most verbs have only one or two prepositions that can be used (results in, not results to).
* Check all spellings.
* Check punctuation: do not leave out any commas.
* Check that all adverbs are in the right place (you cannot put an adverb inside an infinitive verb like this: He tried to neatly write his name.)
* Use a hyphen for compound words such as stress-free.

**Style:**

* Avoid passive voice.
* Do not use first person (I, we, us).
* Do not use first person singular (I) or personal opinions, except in personal statement or admission papers.
* Do not use meaningless words as transitions just for their own sake.
* Use the present tense. Never use the future tense (will be), unless you intend to suggest the future.
* Do not use the present continuous tense as the main tense of the paper (is writing, are thinking). Use the present: writes, think.
* Avoid all forms of questions, including rhetorical questions.
* Do not use colloquial terms or expressions.
* Do not use empty adverbs such as basically, actually, really.
* Do not use hyperbole (great exaggeration) or hyperbolic words such as enormous, huge, magnificent, glorious or other superlatives such as most obnoxious.
* Stay on topic, but avoid remaining one sided.
* Make your thesis obvious throughout.
* Do not start a sentence with a conjunction (and, but.)
* Do not write useless words to make sentences appear grander or more complicated.
* Use transitions.
* Make sure each sentence makes perfect, clear and logical sense.
* Write what you mean, mean what you write.
* Use straightforward language.
* Shorten your long sentences.
* Remove excessive qualifiers (e.g.: very many.)
* Do not repeat words frequently within the same paragraph. Use a pronoun or a synonym to vary the syntax.
* Do not repeat the same concept, idea or thought. Avoid redundancy and repetition.
* Do not use gender-specific words for general meaning (man, mankind, men, manhood, gentleman.)
* Do not write lady when you mean woman. Be professional and diplomatic.
* Avoid imperative voice.
* Do not use Latin abbreviations such as etc., i.e., e.g.; use what they mean in English: and so forth, that is, for example.
* When paraphrasing, make sure the "synonyms" you use mean exactly the same as the word you wish to replace.
* Do not start a sentence with "As such."
* Never write "so as to" when you mean "to".

**Structure:**

* Make sure your essay has at least these: introduction, body part, conclusion.
* Make sure the thesis sentence appears in the first paragraph.
* Avoid more than one key thought per paragraph.
* Make sure your conclusion does not have new information.
* Avoid restating your introduction when writing conclusion.
* Avoid restating when writing your abstract.
* Have at least 3-4 sentences per paragraph.
* Do not make paragraphs

**Formatting:**

* Do not label paragraphs with Introduction, Conclusion or any other subtitle.
* Use the correct form and punctuation for in-text citations, according to the style choice.
* Write a new, original title of less than nine words for each essay.
* Write the lecturer's question on the coversheet. Center your new title on top of the essay.
* Do not justify the text. Align it to the left only.
* Do not identify any keywords.
* Make sure you understand how to write and format a reference list.
* Understand the difference between an author's first and last names.
* You must state date of retrieval from the Internet.
* Always remove hyperlinks from URLs.
* Support each fact with an in-text citation.
* "Number of sources" means number of books, online texts or articles you need to reference. A paper always needs many more in-text citations from the sources than just two or three.