Write formally and with clarity. Write concisely and with precision.  
- If you don't write based on your experience, in academic writing generally avoids the first/second-person point of view in favor of the third-person point of view.  
-Do not use shortened verb forms, such as they're, isn't, and can't.  
**-Never use “I” or "we" in your academic writing. Instead, focus on using the third person to maintain a formal and objective tone in your articles.**  
-Do not begin a sentence with “and” or “because.”  
-In the United States, the rule of thumb is that commas and periods always go inside the quotation marks, and colons and semicolons (dashes as well) go outside.  
-Use Oxford Comma (or Serial Comma).  
-Be consistent with your font type and size in the whole report/paper.  
- Always double-check your references and their format in APA. Arrange your references in alphabetical order by the surname of the first author followed by the initials of the author's given name(s).  
-Make sure your tenses and plurals all agree.  
-Use "curly" quotation marks instead of straight quotes if you can. Consistency is more important, though!  
-Avoid making assumptions or giving your opinion. Never include personal opinion.  
-Never just accept all proposed changes if you are using software to check your grammar.