

PRINCIPALS FOR ACADEMIC WRITING

Wake Forest Communication Studies Prosem Fall 2024

1

Introductions

- You
- Me

2

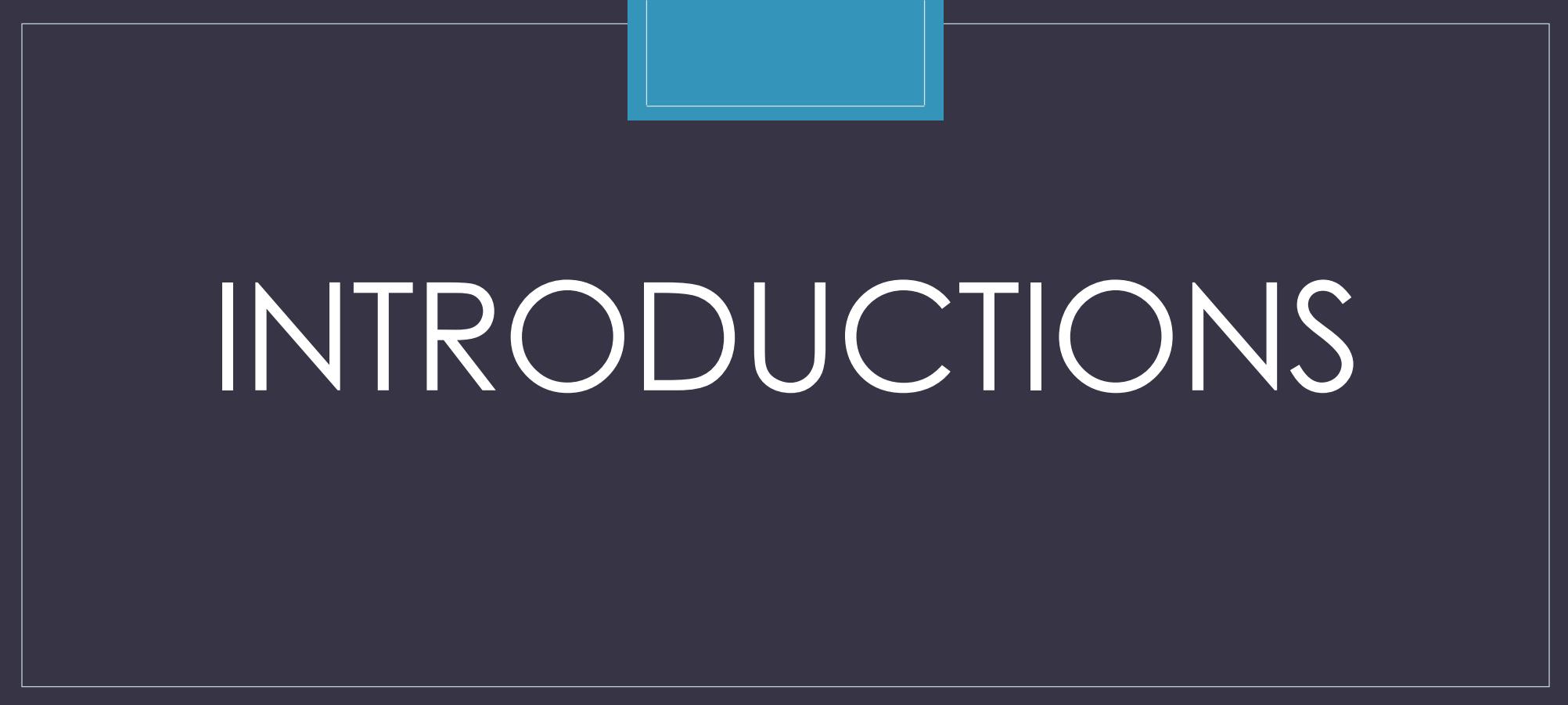
Principals of “Successful” Academic Writing

- Make It Your Profession
- Get Over Your Blocks
- Smart Notes

3

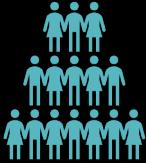
My Workflow

Agenda



INTRODUCTIONS

You



Who are you?



What are you studying?



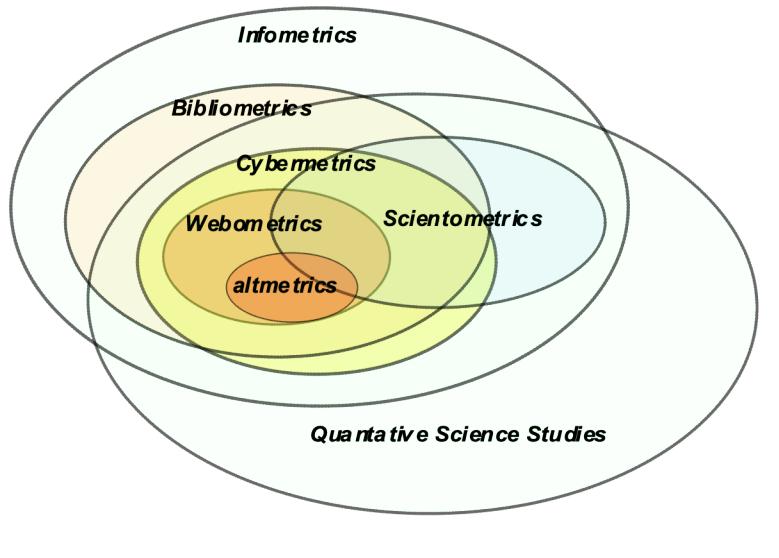
Debate?



Me



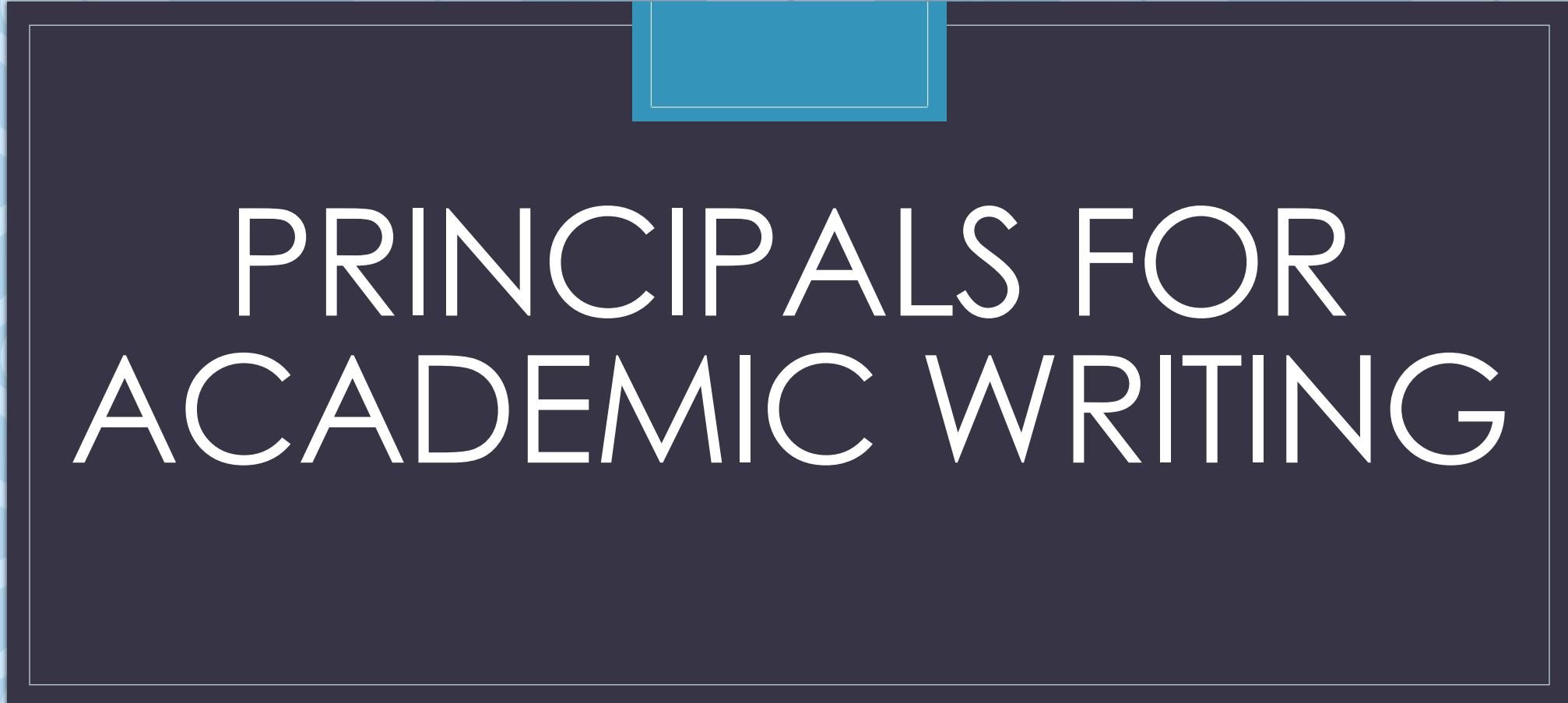
Former
Debater



Library and Information Science



Clinical
Faculty



PRINCIPALS FOR ACADEMIC WRITING

Getting Things Done

the art of stress-free productivity

from the New York Times bestselling author

David Allen



Tiny Little
Hacks



MAKE IT YOUR
PROFESSION

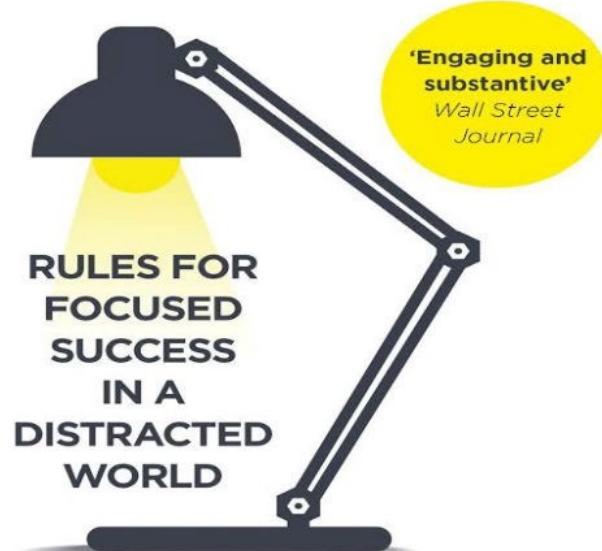
Tool: Schedule Your Writing



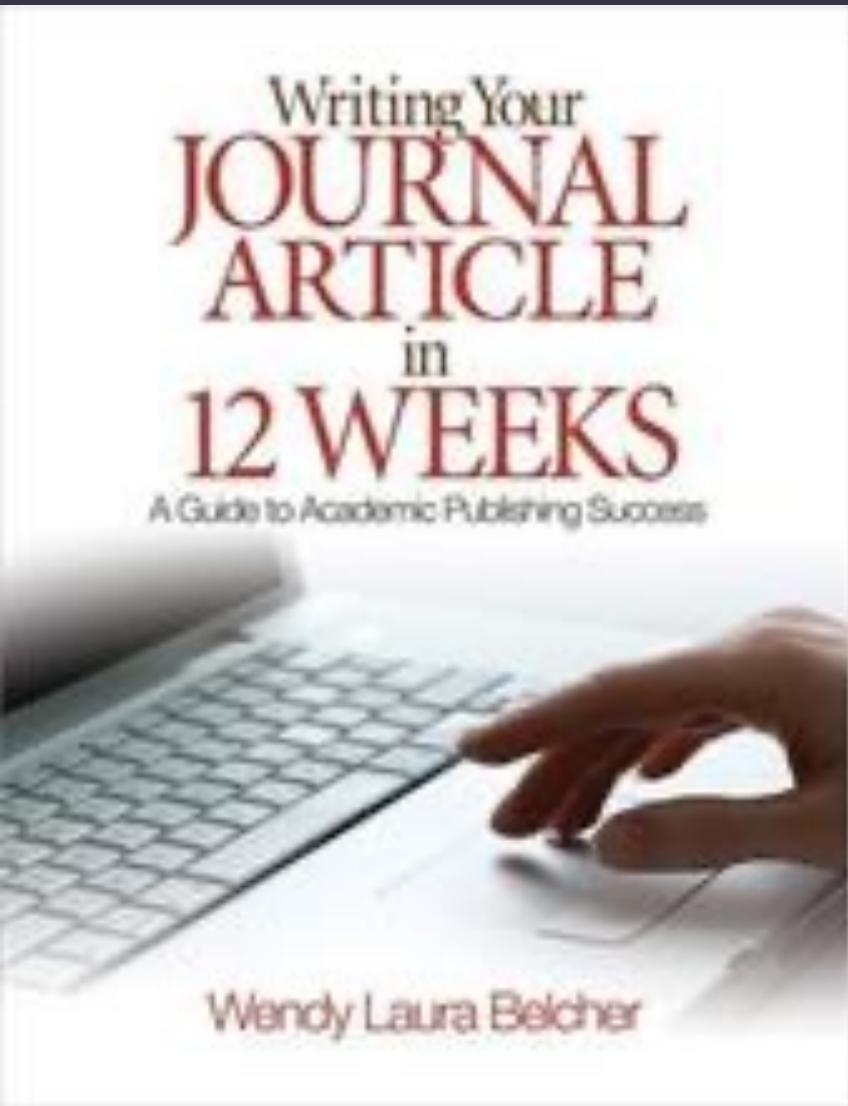
DEEP WORK

'Cal Newport is a clear voice in a sea of noise,
bringing science and passion in equal measure'

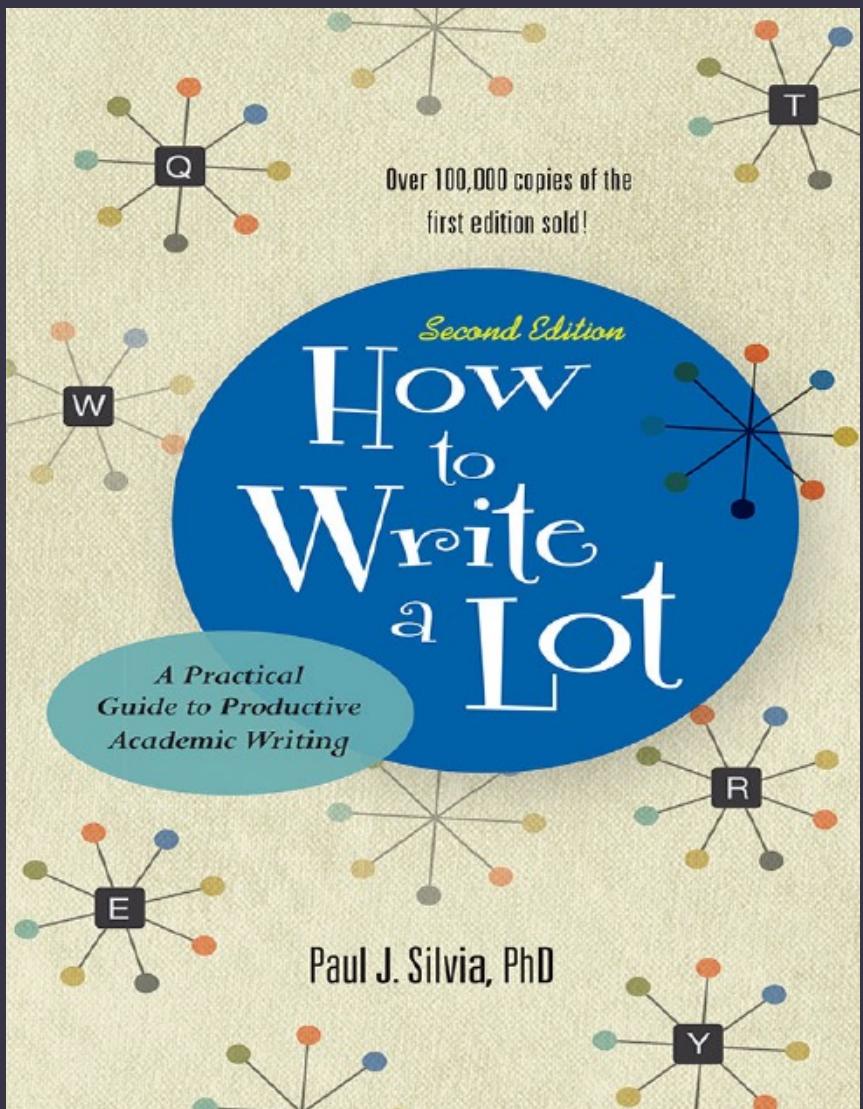
Seth Godin, author of *Linchpin*



Deep Work



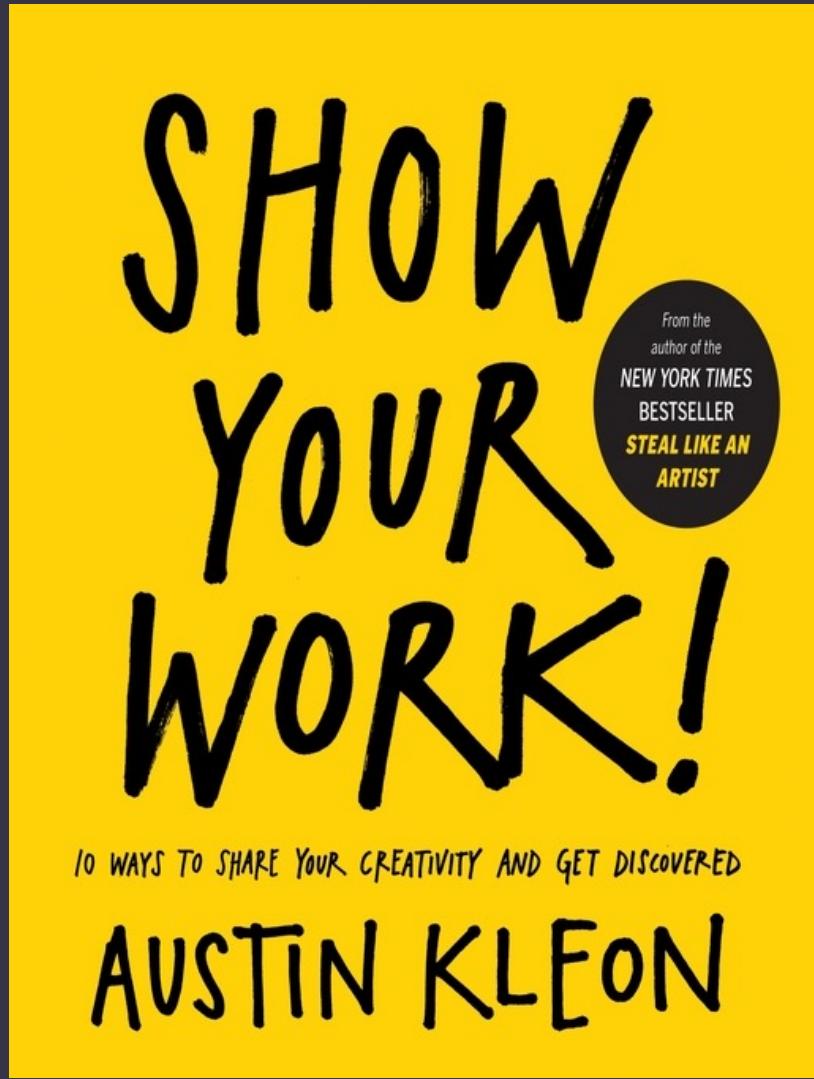
Writing Your Journal Article In 12 Weeks



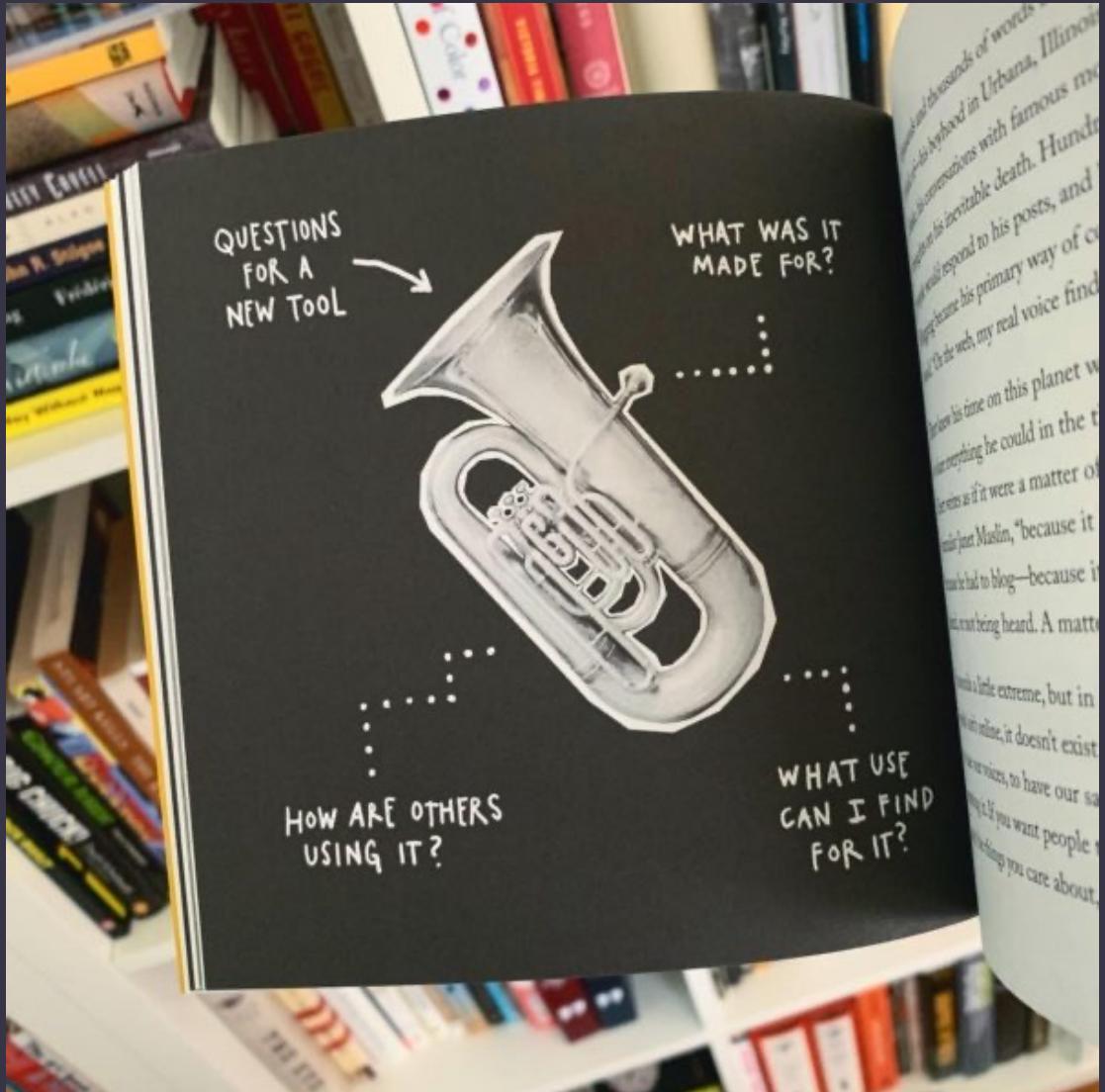
How To Write A Lot

Mike Birbiglia





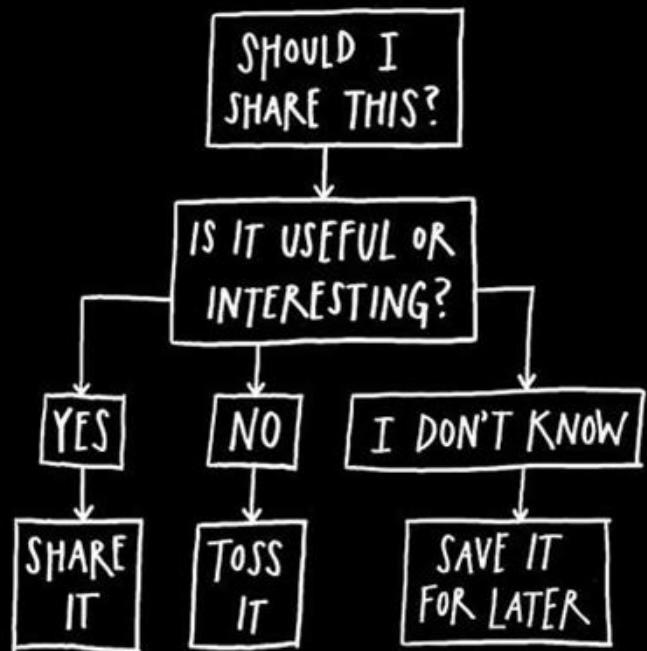
Tool: Show
Your Work



Questions for a new

- The fact of the matter is, McLuhan was right: "**We shape our tools and then our tools shape us.**" – [Kleon '16](#)

THE SO WHAT? TEST



SHOWYRWORK.COM

Share Something Small Every Day

Tool: SMART GOALS



S.M.A.R.T.

Specific

Measurable

Achievable

Relevant

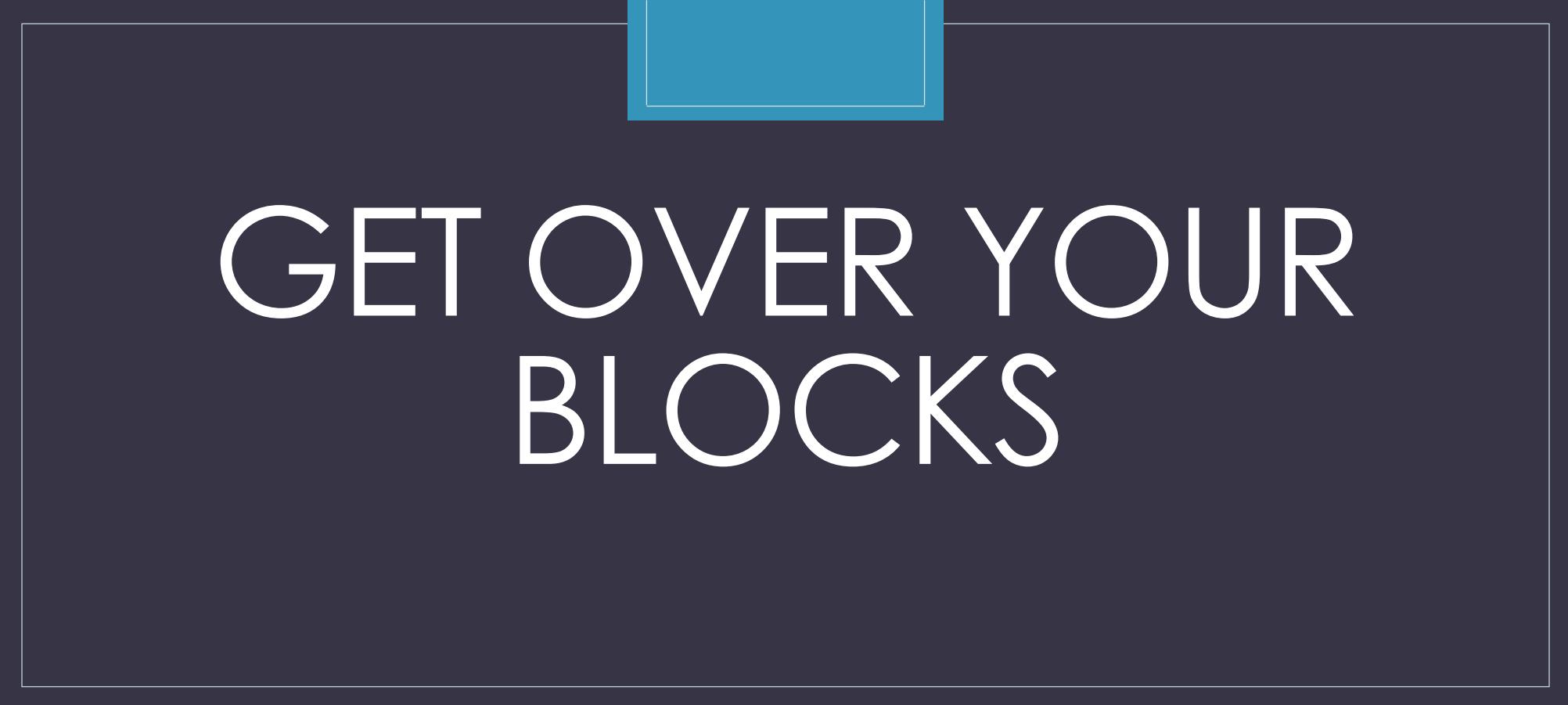
Timebound

Example - Word Count Goals

- Specific
- Measurable
- Achievable
- Relevant
- Timebound

Word Count

- 45 weeks
- 5 Days per week
- 250 Words per writing session
- 56250 words per year
- Or 2-3 journal articles and 3-4 book chapters
- Or 4-5 articles and 1-2 chapters



GET OVER YOUR
BLOCKS

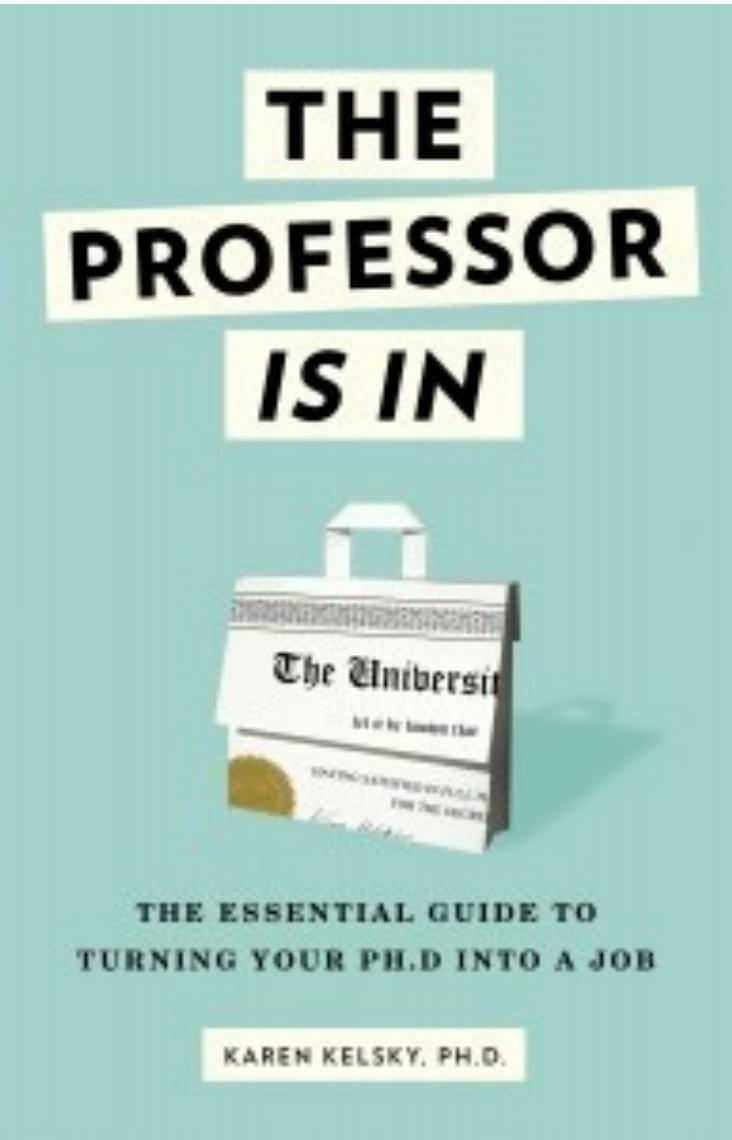
..... second edition

Becoming an Academic Writer

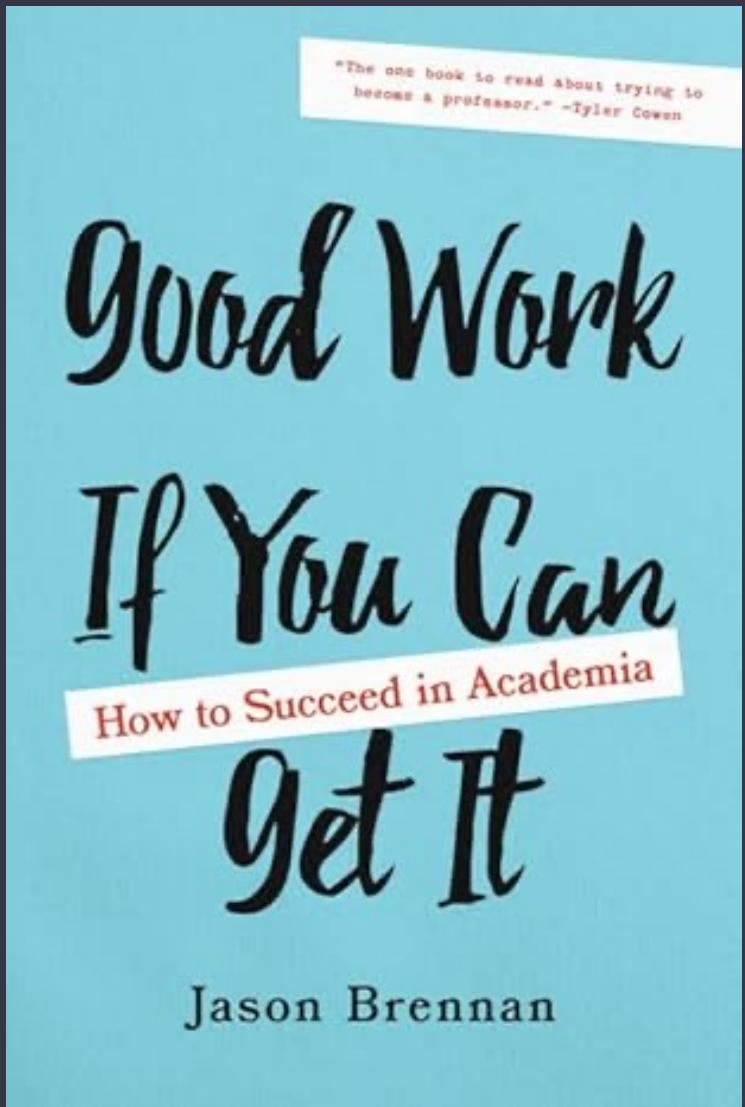
.....
50 Exercises for
Paced, Productive,
and Powerful Writing
.....

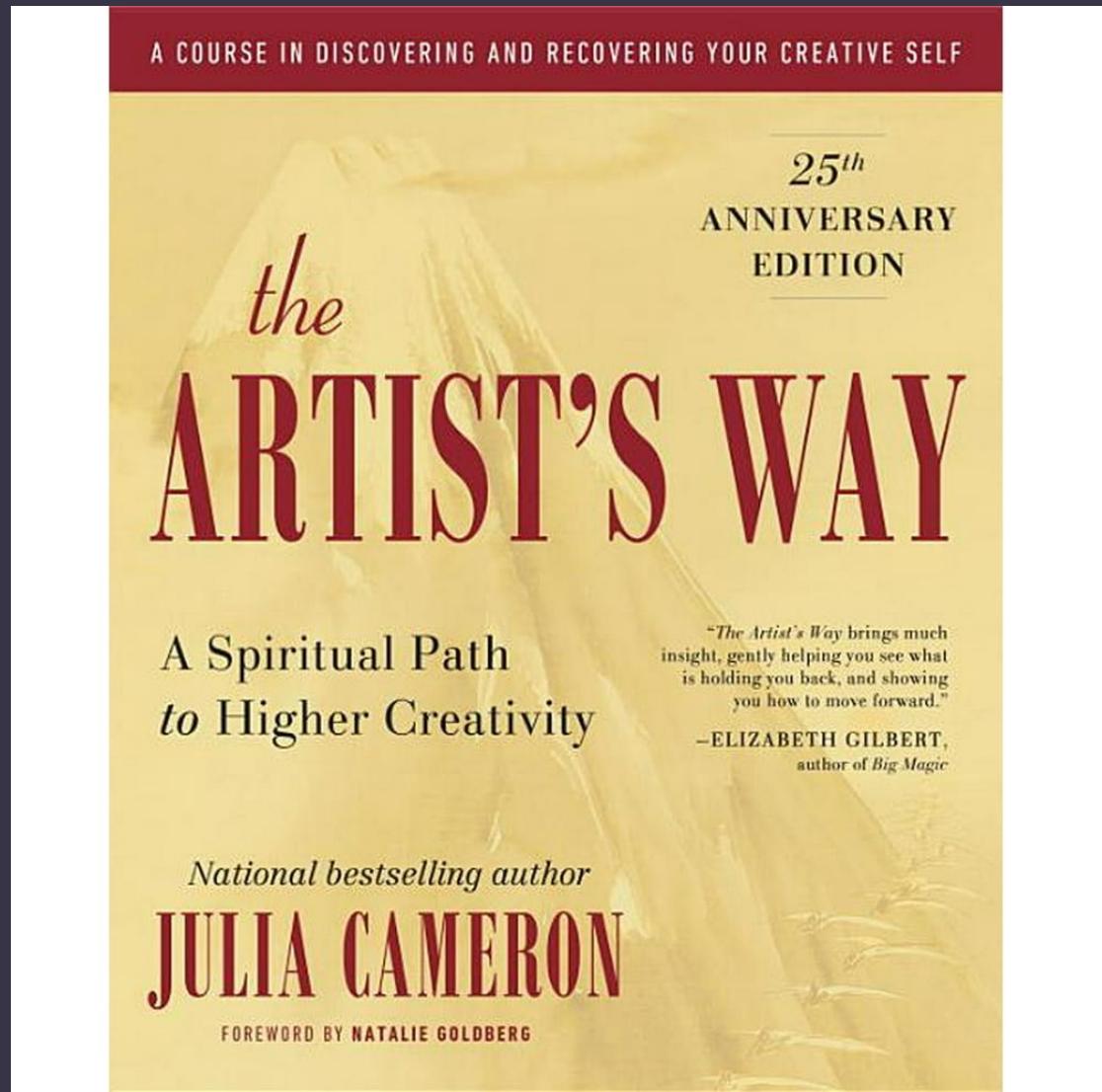
Patricia Goodson





Tool: Morning Pages



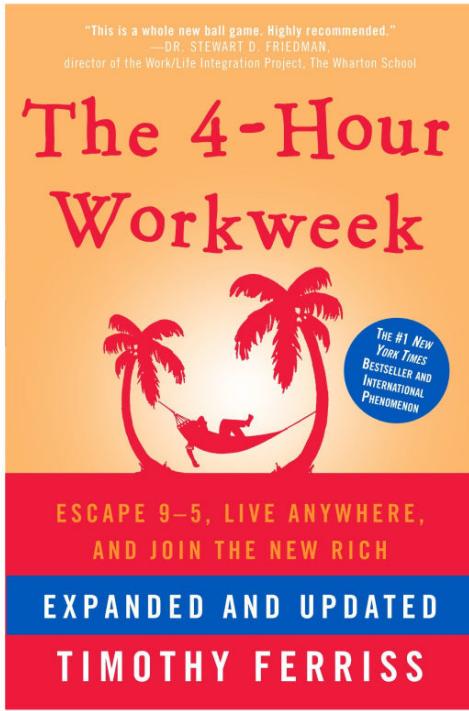


Morning Pages



Morning Pages

- Get a notebook – cheaper is better (I like composition books for this activity)
- Get a timer – I like this one ([Amazon link](#))
- Every morning spend 15-30 minutes writing what ever is on your mind.



TOOL: (FEAR) JOURNALING

Tim Ferris

Fear Journaling

- In a notebook, word document, or on a piece of paper, write down what your fears are, the worst-case scenarios that lead to failure
 - Define your nightmare worst case scenario.
 - What steps could you do to recover from this scenario?
 - What benefits and outcomes are most likely to occur?



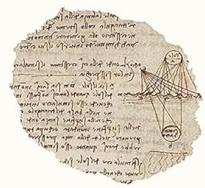
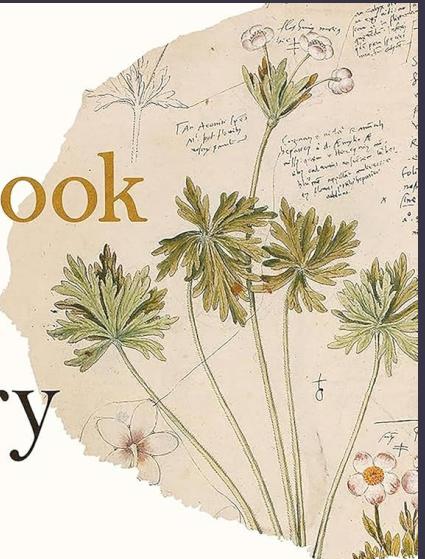


SMART NOTES

The Notebook

A History of Thinking on Paper

Roland Allen



'A narrative delight'
Giles Milton

Tool: Notebooks



Tool: Smart
Notes/Zettelkast
en



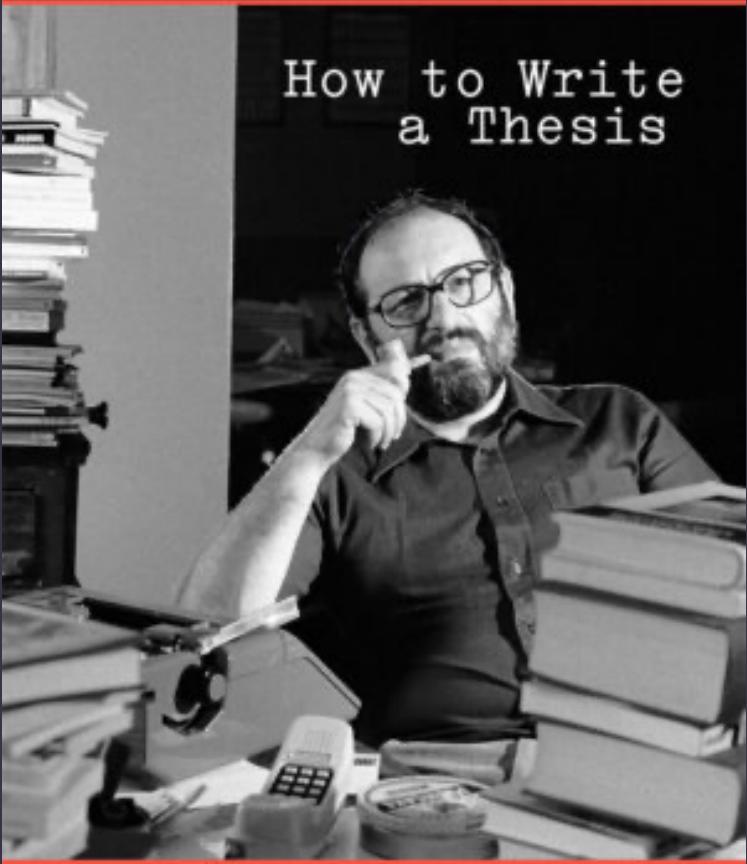
Dr. Pat Gehrke



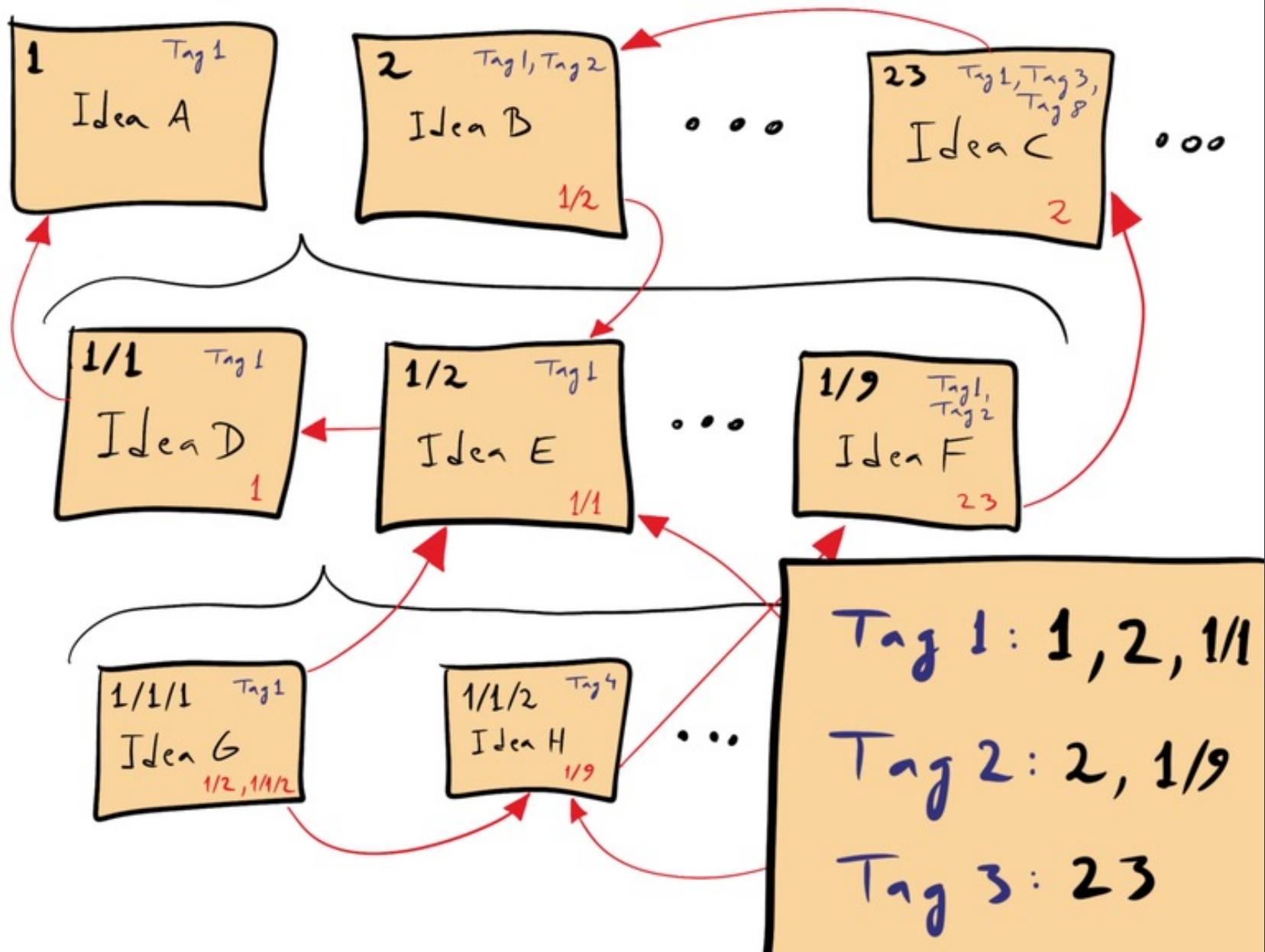
This Photo by Unknown Author is licensed under [CC BY-NC](#)

UMBERTO ECO

How to Write
a Thesis



How To Write A Thesis

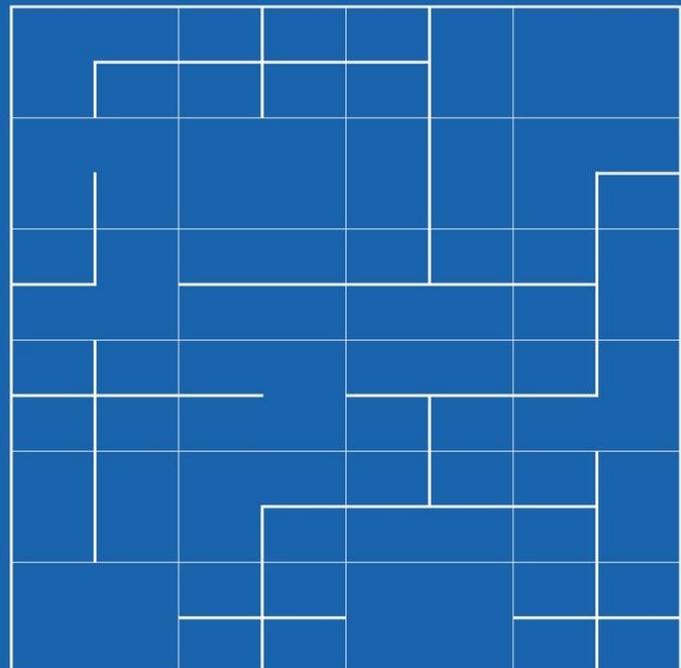


HOW TO TAKE SMART NOTES

One Simple Technique
to Boost Writing,
Learning and Thinking

2nd edition

Sönke Ahrens



Smart Notes

- Read
- As you read take fleeting notes
- Create literature notes to create an anchor point for permanent notes
- Turn insights in fleeting notes into permanent notes
- Build understandings out of your collection through “conversing with it”
 - Project specific folders
 - Maps of contents
 - Drafts



MY PROCESS



My Process Summarized

- 1) Read
- 2) Takes notes
- 3) Put notes into system
- 4) Index
- 5) Reflect
- 6) Adapt/Draft

Tools



Notebooks (capturing while I read)



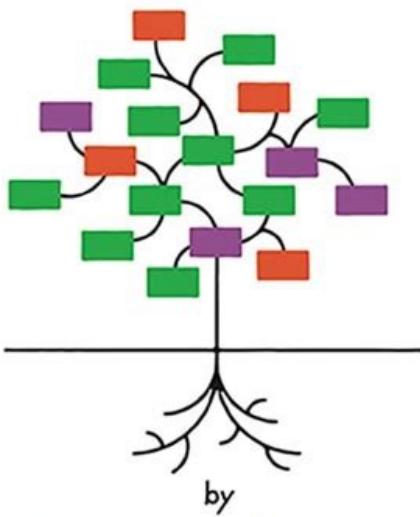
Obsidian.MD (Note Processing Application)



GitHub (file syncing)

DULY NOTED

Extend Your Mind Through
Connected Notes



by

JORGE ARANGO

foreword by Howard Rheingold

TWO WAVES



Read

- Select a reading
- Sit down
- Read

Take Notes

- I create a bibliographic note on the text
- Then I take notes in that file
- Despite using a non-page specific bibliographic citation metadata format, I note what pages I found things on.
 - I can refer to specific pages in the future
 - Or if I need to use a page specific metadata format in an eventual publication

Create Individual Notes

- I take the notes from the bibliographic note file, and rewrite it so that it can live on its own or as a child note that feeds into a broader discussion

Obsidian - Reminder

Index

- As I formalize my notes I add in hyperlinks, and hash tags to create connections to other notes, there are three ways I do this:
 1. Noting parent, child, and source relationships explicitly
 2. Adding hashtags around terms I think might be useful to reference or that may be important in the future
 3. Updating Maps of Content or notes about the notes in the box that relate to certain themes I am interested



Reflect

- With the notes enclosed in the system I go back and reread my notes, altering, creating, and trimming connections to make sense of what I've read
 - I do this in relationship to a particular topic
 - What have I read that can help me with this new paper?
 - How do I explain Information Science to the communications prosem class?
 - Or, on scheduled basis
 - What did I learn this week?
 - Are there any interesting ideas I can write about in these notes?
 - Do I understand broadband policy in North Carolina, better after that class?

Adapt

- Smart notes aren't writing, Obsidian also works well for drafting
- Rough Draft in Obsidian
- Export to Word (or LaTex)
- Revise
- Submit/Perform





TWITCH.TV

<https://www.twitch.tv/drzfrazier>

Principals for Academic Writing – Handout

Make it your profession

Schedule Your Writing Time

Tool: Calendar

Show your work

Book: Kleon, A. (2014). *Show your work.*. Workman Publishing. New York.

Make Smart Writing Goals

Tool: Word Count

Get Over Yourself

Fear Journaling

Book Chapter: Ferris T. (2009) *The Four Hour Work Week* (Expanded Updated Edition). Harmony. Chapter 3

Morning Pages

Blog Post: Eager, B. (2022, November 27). *Improve Academic Life with Morning Pages Daily Journalling—Bron Eager* [Blog]. Broneager.Com/.
<https://broneager.com/morning-pages>

Smart Notes

Book: Ahrens, S. (2022). *How to Take Smart Notes: One Simple Technique to Boost Writing, Learning and Thinking*. 2nd edition.

Book: Eco, U. (2015). *How to Write a Thesis* (C. M. Farina & G. Farina, Trans.; Translation edition). The MIT Press.

My Process

- 1) Read
- 2) Takes notes
- 3) Put notes into system
- 4) Index
- 5) Reflect
- 6) Adapt/Draft

Tools I Use/Recommend

Composition Books

Leuchtturm1917 Notebooks

Ticktime Pomodoro Timer

Kaweco Sport, Pilot Metropolitan, or Lamy Safari Fountain Pen (I like dryer finer writing experiences so I use an EF or F nib)

Obsidian

GitHub

Zotero

Books on Writing and Productivity Mentioned in the Presentation

Allen, D. (2015). *Getting Things Done* (Revised edition). PIATKUS BOOKS.

Allen, R. (2024). *The Notebook: A History of Thinking on Paper*. Biblioasis.

Arango, J., & Rheingold, H. (2024). *Duly Noted: Extend Your Mind through Connected Notes* (1st edition). Two Waves Books.

Belcher, W. L. (2009). *Writing Your Journal Article in Twelve Weeks: A Guide to Academic Publishing Success* (First Edition). SAGE Publications, Inc.

Brennan, J. (2020). *Good Work If You Can Get It: How to Succeed in Academia*. Johns Hopkins University Press.

Eco, U. (2015). *How to Write a Thesis* (C. M. Farina & G. Farina, Trans.; Translation edition). The MIT Press.

Ferriss, T. (2009). *The 4-Hour Workweek: Escape 9-5, Live Anywhere, and Join the New Rich* (Expanded, Updated ed. edition). Harmony.

Goodson, P. (2016). *Becoming an Academic Writer: 50 Exercises for Paced, Productive, and Powerful Writing* (Second edition). SAGE Publications, Inc.

Kelsky, K. (2015). *The Professor Is In: The Essential Guide To Turning Your Ph.D. Into a Job*. Crown.

Kleon, A. (2014). *Show Your Work!: 10 Ways to Share Your Creativity and Get Discovered* (Illustrated edition). Workman Publishing.

Newport, C. (2016). *Deep Work: Rules for Focused Success in a Distracted World*. Grand Central Publishing.

Silvia, P. J. (2018). *How to Write a Lot: A Practical Guide to Productive Academic Writing*. APA LifeTools.