### [Important Writing Directions](https://tlc.trident.edu/d2l/le/news/155165/198369/view)

Dr. Angela Willson posted on Nov 16, 2020 8:30 AM

 This page contains Three Important Sections

1. APA citation guide
2. Writing Directions
3. How to proof your papers.

PLEASE READ AND FOLLOW THESE DIRECTIONS FOR YOUR MODULE ASSIGNMENTS.

**HERE IS A VERY GOOD SOURCE ON HOW TO MEET APA CITATIONS.**

LEO: Literacy Education Online - retrieved March 4, 2020

<https://leo.stcloudstate.edu/research/apaintext.html>

Scribbler  Changes for new edition.. some of this is a bit different than the one above.

<https://www.scribbr.com/apa-style/apa-seventh-edition-changes/>

**WRITING DIRECTIONS TO BE USED AS A GUIDE FOR ALL SUBMISSIONS**

Hello and Welcome:

This is a shorter version of the Trident Writing Style Guide found on the Portal under My Resources  This information will serve as general writing information.  I know most of you have good writing ability and experience, but it is always good to review. Here is a list of writing requirements and links to help you in areas for which you may need assistance. In the module feedback, in the event there are weaknesses in your writing, I will refer you to this list. As a reminder, Trident is a writing University so you are graded both on your content and your writing skills for clarity of information.

**EXAMPLE OF AN APA WELL WRITTEN RESEARCH PAPER**

<http://www.csun.edu/~hbsoc126/soc4/Writing%20Sample%20and%20Refernce%20Guide%20as%201%20file.pdf>

**USE THE EXAMPLE AS A GUIDE BUT BE SURE TO USE ALL THE SUGGESTIONS PROVIDED BELOW**

1. Here are a few helpful hints to improve your wiring.  Many of you will not make the same errors, but it still doesn't hurt to review what some common errors are.

* Please review my comments from previous papers and don’t make the same errors.  It is frustrating when I write something and then the next paper still hasn’t corrected the problems.  I don’t want to sound too whiney!!!!  But please honor my time by reading my comments and I will honor your time spent writing by spending a great deal of time making those comments.  Is it a deal?
* Every paper you write for this program should include an opening introduction and a concluding paragraph.
  + The opening should be a general introduction into the paper, address the problem you are covering in the paper, and provide a one or two sentence roadmap to the organization of the paper. This is the thesis of the essay. Do not write what you are going to do, rather what is this essay about. ALSO, for many modules the assignment has multiple parts, and **ALL**parts are to be addressed in the introduction.
  + The conclusion is a recap of what is in the paper.  It should not include new information it is simply a summary of the paper.  If people read nothing but the conclusion, they should be able to say generally what the paper is about.   The concluding section should be labeled – conclusion. And, as in the intro, do **NOT**write stating what you have written.
* OUTLINE: You should get into the habit of creating an outline before you write.  If you just can’t get yourself to write one before you write, you should try to outline your paper after it is complete. Academic papers need to be well-organized and follow a logical flow.  Outlines really help you clarify your thinking.   Good writing is good thinking!  Before you begin your papers, work on your overall conceptualization about the topic. **The outline should have citations so you will know which references you have chosen will go where.  APA does not suggest this, but it is a most helpful guide and if an assignment asks that you create and to submit and outline, I request that you do add citations.**
* Your papers should have transition sentences between sections.  This allows you to tell the reader you are about to go in a different direction.  For example, between a section on free speech and safe spaces a transition sentence might be something as simple as - “As campuses attempt to honor the tradition of free speech, they are also compelled to uphold the value of providing safe spaces where under represented students can experience psychological and intellectual support.”   It doesn’t need to be complicated.  Just let the reader know you are about to change direction.  See below for headings, as they will be necessary for a larger transition between assignment requirements.
* Carefully edit your papers.  Ask yourself if there is a way to say something in a more concise way.  (for example, the first version I wrote of that sentence was - *Ask yourself over and over again if there is a way to say what you are saying in a more straightforward and concise way*.)  You might want to download **Grammarly** (an editing program) and run your papers through that system.  It will tell you when you have long sentences and are using the passive voice.  Long sentences aren’t always bad.  However, they often make the reading more difficult.  Writing a beautiful academic sentence is a bit different than writing a sentence for other types of documents.   You should spend an equal amount of time editing your papers as you do write them (SEE below How to Proof your Papers).  I KNOW this is a pain.  Often after you write them, you are ready to be done. Or you are finishing them at the last minute, not leaving time to edit.  I really get that because I hate editing my papers after I have taken the time to write them.  It’s the hardest work of writing.  But it is THE difference between a strong paper and a poor paper.
* BE VERY CAREFUL ABOUT WHAT YOU ARE TELLING YOURSELF ABOUT YOUR WRITING!!  You might have been told you are a good writer as I thought I was until I started writing  in my doctoral program, I had a crisis of confidence.  My papers were crucified… red marks everywhere (this was before track changes). The more I lost my confidence, the harder it was to “crank out” articles, chapters, etc. It wasn’t until I started telling myself that I was a decent writer who still needed to improve and sharpen my skills that I began to enjoy writing.   **You have got to be careful about what you tell yourself about your writing, both good and bad.**You are going to get back papers with many comments on them throughout your academic career.  That’s a good thing because then you can improve.**You all have MORE than enough raw ability to be great academic writers.  But anything worth having is worth working hard to obtain.**
* Please follow the directions for the correct coversheet format.

YOUR NAME

Trident University International

COURSE NAME AND NUMBER

Module 1 Case Study

INSTRUCTOR NAME (for me Dr. Willson) NOTE – 2 ll’s

 DATE

* **Copy the assignment’s actual questions or tasks on the cover page**(you can copy them from the module).

**2.**     **APA format is required.**  All students must use in body citations for your work. If you do not understand how to do this, please let me know and I’d be happy to help you.   Wikipedia MAY NOT BE USED AS A REFERENCE; the TUI library should provide you with adequate resources. PLEASE DO USE THE LIBRARY – NEWSPAPERS ARE NOT APPROPRIATE REFERENCES. If you find information in a newspaper that references a study, go find the study and use that to support your work. In a rare case a newspaper article might be important but it must be an exception when there is no other data that can work.

**3.  Please use headings for all your work**. A heading is a word or phrase NOT a copy and paste of the question or assignment requirement. If assignments asked to you discuss multiple issues, each should have a heading.  As you read research papers, you will see each section has a heading, think of these as chapter titles. There are two reasons for this, first; will keep you on track to assure you do not miss any requirements, and second for the reader/graded (me in this case) to grade your paper without having to search to assure you have not missed any of the requirements. Your papers should flow and the headings will make this process easier.

EXAMPLE

Introduction

Importance of Being Ernest

Examples of Being Earnest

Pros and Cons of Being Earnest

Conclusion

**4**.     **Please use good college level writing skills,** which include both an introductory paragraph and a concluding paragraph.   As stated earlier, it is expected that your writing be at college level. When an assignment requests information, write in such a way the reader (ME) does not need to search for the data.

**5.  Work to make your sentences precise.  Broad sweeping statements are not acceptable in**academic writing.  For example, “US citizens believe in the right of individuals to freely express their opinions” is a very broad and sweeping statement.   A more precise version would be “A recent Pew survey (2017) on social attitudes indicates that 75% of US citizens support the concept of free speech.”

NOTE: although at times an assignment might request you to "list", it is still required that you start your paper with an introduction, you may list your items but you must still use an essay format that includes your list.

***Here are a few websites that may help you.***

Please DO NOT use colloquialism, slang or jargon in your work unless it is necessary to explain your ideas. Writing Styles (APA is preferred)

<http://www.researchhaven.com/Style/>

Word Usage = Grammar Rules and sentence structure

<http://www.uottawa.ca/academic/arts/writcent/hypergrammar/rvsntstr.html>

More Grammar Rules

<http://grammar.ccc.commnet.edu/grammar/> <http://grammar.ccc.commnet.edu/grammar/composition/brainstorm_block.htm>

(note the links at the bottom of the page)

IT IS MOST IMPORTANT THAT YOU USE SEVERAL SENTENCE STRUCTURES.

Sentence Structure – Simple vs complex and/or compound

Walden University

<https://academicguides.waldenu.edu/writingcenter/grammar/sentencestructure>

Learning Center

<https://www.lamission.edu/learningcenter/docs/asc/worksheets/Grammar/Sentence%20Types.pdf>

FORMAL VS. INFORMAL WRITING  - In the event you are not clear about the differences please review these links,   Formal writing means the use of pronouns are only appropriate for quotes, interviews, etc., do not use contractions, vary your sentence structure and write as if you are writing not speaking. Many students write using the pronoun “I” I will, I think, etc. This is not appropriate. Even if the assignment requests your opinion you should not write “I think”. A well written heading would lead the reader to know it is what you think... as an example a heading  might  be Opinion on  XXX = Then you give it without writing “I”… There may be time you will write “I” but not often, please. And do not use WE unless you are co-authoring a paper.

Tips for Formal Writing by Dr. James A. Bednar

<http://homepages.inf.ed.ac.uk/jbednar/writingtips.html> <http://ezinearticles.com/?The-Difference-Between-Formal-and-Informal-Writing&id=594208> T

here are many other sites, just Google good writing skills. I know this is a lot of information, but it is designed to assist you with your work (writing) .

 Please let me know if I can help you in.

Dr. Willson  =NOTE THERE ARE 2 LL's

**How to proof your papers.**Actions for How to proof your papers. Posted Jan 9, 2017 7:30 AM How to proof your papers after you have done your final writing and a first run proofing.

1. Read the last sentence of your paper. If it makes sense as written go to the second to last sentence. If not fit it and read again.
2. After working your way up in last paragraph reading each sentence alone and following what is in 1 above, read this paragraph from the beginning. If it is good, go to the paragraph above starting with the last sentence. If it needs to be revised, do so.
3. After you have done this for each sentence and paragraph, proof top town. Revise anything that should be.
4. While this takes time, often when we proof our own work, we know what we mean and see what might not be there.