

Academic Writing

Writers Workshop

February 2- 6 2015

WRITING

“Writing is thinking.
To write well is to think clearly.
That’s why it’s so hard.”

Bruce Cole, former NEH Chairman, Humanities, 2002

Academic writing: top tips

- Seek clarity, accuracy and efficiency
- Mean what you say, say what you mean.
- Start at the beginning, say what you need to say, then stop.

The beginning ...

Know **WHAT** you want to say.

Exploratory writing

Notes

Research

Distillation – the Three Minute Pitch

HOW you will say it comes with writing.

Found in the process.

Trying to nail this upfront leads to **WRITERS' BLOCK**

Get your **IDEAS** down. All of them. Then do a second draft.

YOUR voice and **YOUR** audience.

WRITING

1. Write from an outline.
2. One paragraph, one idea – make your point once and move on.
3. Write clear, punchy, compact sentences.
4. Get to the point.
5. Use active sentences.
6. Avoid adjectives and adverbs.
7. Save dodge words for the politicians: “appropriate”, “there”.
8. Avoid awkward sentences.
9. Grammar errors and colloquialisms.
10. Be aware of the nuances of words.
11. Do not over quote, if using foreign language quotes, provide translation.
12. Keep data tables and charts to a minimum.
13. Writing is rewriting.

Editing

A work is not done when everything that is necessary has been put in, but rather when everything unnecessary has been taken out.

Make that first draft fat and juicy.

The middle ...

- Once you've got it down, go back through it with points 1 to 13 in mind.
- Refine your ideas. Get ready for 'ah hah' moments.

The end ...

- Proofread your work.
- Watch for common mistakes
- Spelling. Don't just spell check, proofread.
- Get someone to read it.
- Read it out aloud.
- Correct citations and footnotes

Share it with the world ...

- Articles, journals, the media, espace will all be discussed during this workshop.