

## Quick and Easy Academic Writing Tips:

- 1) Write clearly and logically; aim for clarity.
- 2) Check that your grammar and spelling is correct. Often, revisiting your work will help you recognise previously overlooked mistakes.
- 3) If possible, use the active voice rather than the passive voice (e.g., write 'The cat sat on the mat' rather than 'The mat was sat on by the cat').
- 4) Try to use the verb form of a word rather than the noun form; it makes your writing more engaging (e.g., write 'The company's efforts to recognise employees failed' rather than 'The company's efforts towards recognition of employees failed'.)
- 5) **Do not plagiarise**; always adhere to referencing guidelines—make sure that you are using the correct conventions for whichever referencing style you are using (e.g., MLA, APA, Chicago).
- 6) Avoid sexist language; use the singular 'they'.
- 7) Avoid colloquialisms (e.g., 'he stuck around' should be 'he stayed'), clichés (e.g., 'They agreed to bite the bullet' should be 'They accepted their situation'), and conversational language.
- 8) Avoid contractions (e.g., don't, isn't, wasn't).
- 9) Avoid archaic language (e.g., use 'among', not 'amongst')
- 10) Avoid redundancies, i.e., words that say the same thing twice (e.g., absolutely essential, end result, exact same, recur again, close proximity, close scrutiny).
- 11) Use the correct pronoun or article for its related noun.
- 12) Use Australian spelling (not American).
- 13) The first time they appear, spell out the full words of an acronym or an initialism before noting them in parentheses (e.g., Lesbian, Gay, Bisexual and Transgender (LGBT) rights); thereafter, use the acronym/initialism (however, this is unnecessary for initialisms such as DVD or CD-ROM).
- 14) Be consistent with your use of quotation marks (either single or double), dashes (either unspaced em dashes or spaced en dashes; do not use hyphens for asides), capitalisation (either 'sentence style' or 'headline style'), etc.