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# THINGS TO ALWAYS DO IN ACADEMIC WRITING

**ALWAYS** make sure to write on topic. Every sentence should be relevant so the reader does not become lost.

- Be consistent in an argument - no flip-flopping!
- Ask yourself if the information being included is relevant.

Dogs are great animals. They are loyal, friendly, playful and can make life more enjoyable. ~~Chicken is a healthy dish~~. There are many breeds of dogs to choose from when selecting, but one should make sure it fits their lifestyle.

**ALWAYS** cite your work and avoid plagiarism.

- DBQ's require citing a simple document. Example: (doc. 4) or "Document 4 shows..."
- Adhere to MLA or APA style citations when requested by instructors.

Spelling

Relevancy

Completion

Support

Details



**ALWAYS** review your work!

- Check for spelling and grammar errors
- Check to make sure your work avoided the "Do Not's" of academic writing
- Did you answer the question/prompt?

**ALWAYS** transition from one idea/point to the next.

- Do not be afraid to use indents - start a new paragraph when an idea changes
- Lead the reader into the next paragraph with information or a supporting statement
- Make sure your next paragraph picks up where the previous one left off

**ALWAYS** use acceptable formatting.

- Size 12
- Times New Roman or a simple font
- Double spaced

**BAD:** The soccer team is the best in league. They are really good and have beaten everyone.

**BETTER:** The soccer team is the best in the league as they have not lost a game yet. Their undefeated record and goal differential has set them apart from other teams in the league.

**BEST:** The girls soccer team is the best in the league having compiled a 16-0 season, defeating every team, including last years champions. Nikki has scored a school record of 26 goals this year and Jenny has only allowed 11 goals in all 16 games combined.

**ALWAYS** provide evidence through supporting statements with facts, quotes, statements, and detailed information

- Expand thoughts and ideas with supportive sentences
- Provide specific details when applicable

