

20

Tips for Academic Writing

Professor

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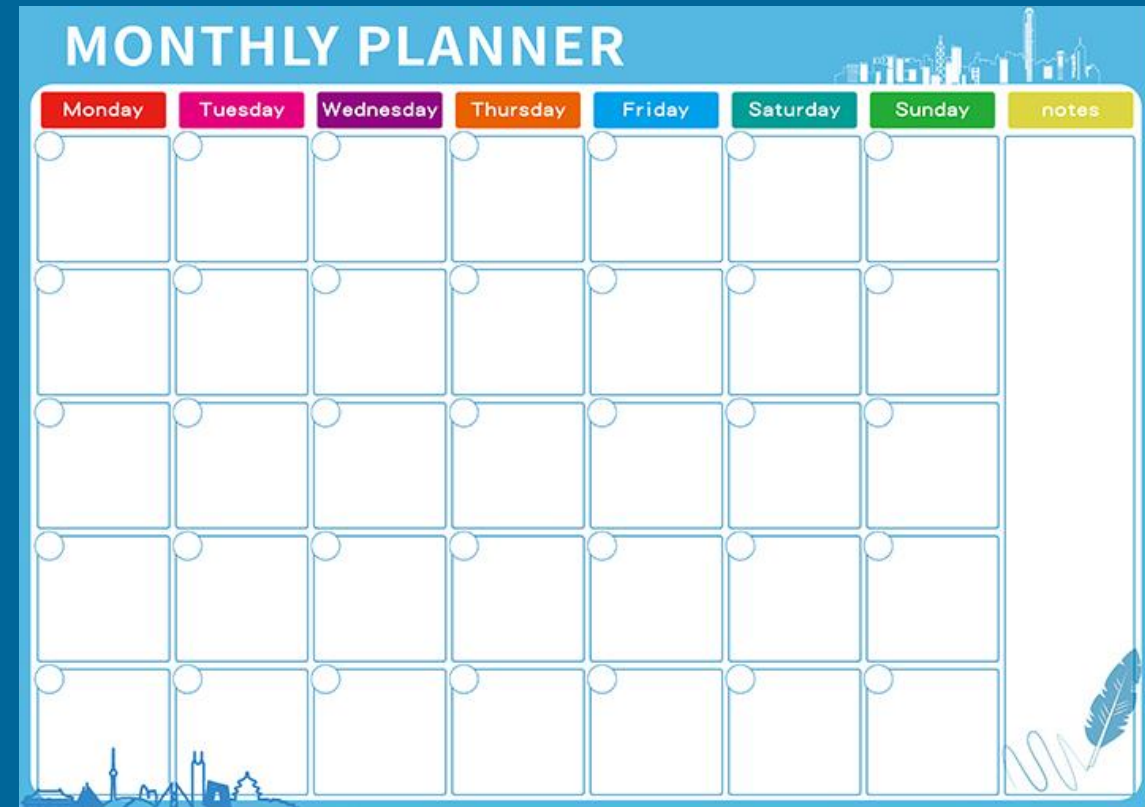
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Purpose of Academic Writing

1. To report a piece of research and answer question that the writer has chosen
2. To discuss a subject and analyze it from the writer's point of view and with others

Time Management

- Time available for the study
- Schedule a timetable
 - Time for reading
 - Time for working
 - Time for writing
 - Time for proofing and finalization



Notes / References

- Follow a chronological sequence of each information
- Consider the referencing style
 - Harvard Style
 - Vancouver Style



Scientific Sources

- Depend on books and high-quality journals. Avoid websites, low-quality journals

Plagiarism

- ***Plagiarism*** means taking ideas or words from a source without giving credit (acknowledgment) to the author.

Ethical Considerations

- **Be transparent about:**
 - Conflicts of interest
 - Funding
 - Ethical approvals

Citation vs. Quotation

Smith (2009) argues that the popularity of the Sports Utility Vehicle (SUV) is irrational, as despite their high cost most are never driven off-road. In his view **“they are bad for road safety, the environment and road congestion”** (Smith, 2009: 37).

Quotation: means bringing the original words of the writer into your work (without re-phrasing). Usually used when the original words express the idea in a distinctive way.

Research Frame

- Title / Abstract
- Introduction / Review of Literature
- Methods
- Results
- Discussion
- Conclusion

Academic Phrases

- **Use active voice when possible**
 - (“This study analyzed data” is clearer than “Data were analyzed”)
- **Avoid exaggeration**
 - Words like “groundbreaking” or “revolutionary” should be replaced with neutral terms (“novel,” “promising”)

Contractions

- **Do not contract verb form:**

- **Don't** **Do not**

- **Can't** **Cannot**

- **Haven't** **Have not**

- **Couldn't** **Could not**

Academic Words

- **Majority** more than half
- **Minority** less than half

US vs. UK

- **Be consistent in using either US or UK words**

Consistency in Words

- Be consistent in using words and terminology

Language Clarity and Precision

- **Use clear, concise language (avoid unnecessary jargon)**

Numbers

- **Always Use Numerals for:**
 - Measurements and units (5 mm, 3 kg, 8 min, 10 μ L)
 - Percentages (5% not five percent)
 - Age (a 7-year-old child)
 - Time, dates, money, scores, ratios (2:00 p.m., 3 days, 25:1 ratio)
 - Statistics (mean of 6.2, $p < 0.05$, standard deviation 3.5)

Punctuations

- **Capitals**
 - **The first word in a sentence**
 - **Names of organizations / people / places**
 - **Days and months**
 - **Nationality**
 - **Book titles / Journal**

Accuracy in Writing

- Latin words '*italic*' or not:

- *In vitro / in-vitro*

- *In vivo / in-vivo*

- *et al.*

Final Polish

- **Proofread for grammar, spelling, and consistency.**
- Use tools like Grammarly for grammar check and language clarity

Thank you

