

# Post-Secondary Paper Writing Tips

## Formatting

Post-Secondary papers need to be clean and professional. Every teacher may have their own preferences, so be sure to look for them. Use the copies from the *University of Victoria Writing Guide* to help you get the formatting right for each style.

|                                       | Microsoft Word                                                                                                                       | Google Docs                                                                                                                                            |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Headings</b>                       | Insert -> header                                                                                                                     | insert->header & page number -> header                                                                                                                 |
| <b>Page Numbers</b>                   | insert->page number                                                                                                                  | insert->header & page number -> page number                                                                                                            |
| <b>Margins</b>                        | Layout ->margins                                                                                                                     | file->page setup                                                                                                                                       |
| <b>Spacing</b>                        | Home - > line spacing icon                                                                                                           |  format-> line spacing                                                |
| <b>Footnotes</b>                      | References->Insert footnote                                                                                                          | Insert-> footnote ctrl+alt+F                                                                                                                           |
| <b>Auto-text entry</b>                |  Highlight->insert-.quick parts-> auto text -> save | Tools->preferences                                                                                                                                     |
| <b>Hanging indent (for citations)</b> |  View-> Ruler, highlight and slide indent ruler    |  highlight and move triangle in and rectangle back out on top ruler |
| <b>Block quote</b>                    | Home-> highlight and click indent to the right icon                                                                                  |  highlight click over                                               |
| <b>Page break</b>                     | insert->page break                                                                                                                   | insert->break ctrl+ enter                                                                                                                              |

## Planning Your Time

Show your professors your strong command of formal writing! REVISE and EDIT!

Leave yourself enough time to for the full process:

|                                       |             |                                             |              |                                                                          |                    |             |
|---------------------------------------|-------------|---------------------------------------------|--------------|--------------------------------------------------------------------------|--------------------|-------------|
| Brainstorm, <b>outline</b> , research | First draft | <b>Revision:</b> move around, take out, add | Second Draft | <b>Editing:</b> grammar, flow, word choice, spelling<br>Secondary editor | One last look over | Final draft |
|---------------------------------------|-------------|---------------------------------------------|--------------|--------------------------------------------------------------------------|--------------------|-------------|

## Formal Writing and Tips:

- Take out contractions! (ex. Can't, don't, etc.)
- Use sophisticated vocabulary and varied sentences - see Uvic Guide
- Use transition words
- Use the active voice, not passive
- Always CITE

\*Follow the research, not what you want the research to say.

Likewise, follow your insights if you come up with a brilliant idea half-way through: sometimes you have to change direction; make sure that you adjust your introduction to fit smoothly (revise!)

\*Oh and did I say to edit? Seriously, EDIT!

# Senior Research Skills

## 1. Citations: What are citations and why are they important?

- <https://www.commoncraft.com/video/citations-and-citing-your-work>
- <https://www.youtube.com/watch?v=tWOJ51hseZY>
- <https://www.youtube.com/watch?v=LWM2lebAFXc>

### a) Most common styles:

- CSE - Council of Science Editors (Scientific Style and Format)
- APA - American Psychological Association -used by Education, Psychology, and Sciences
- MLA - Modern Languages Association - used by the Humanities (English)
- Chicago/Turabian -Chicago University Press- used by Business, History, and the Fine Arts (footnotes, American English)

### b) There are a wealth of online tools to support you. - be sure to check out your University's Library Website for support.

e.g Style Guides - from the University of Victoria

<https://www.uvic.ca/library/research/citation/guides/index.php>

e.g. APA Style - from Royal Roads University

<http://library.royalroads.ca/writing-centre/citing-resources/apa-style>

e.g. How to Cite - from the University of British Columbia

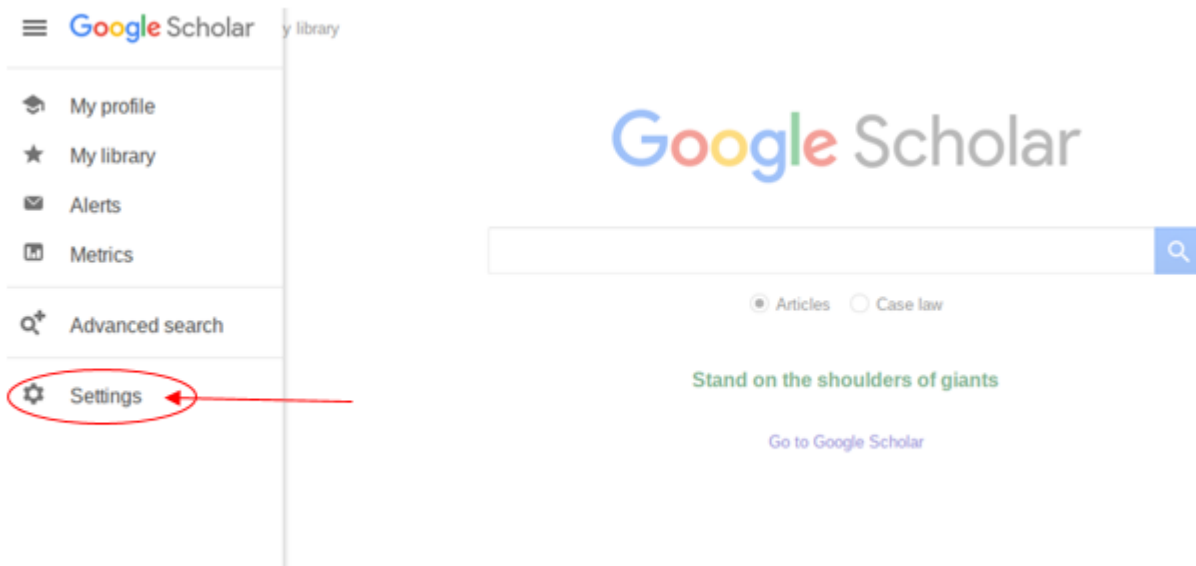
<https://help.library.ubc.ca/evaluating-and-citing-sources/how-to-cite/>

E.g Citation and Style Guide - from Simon Fraser University

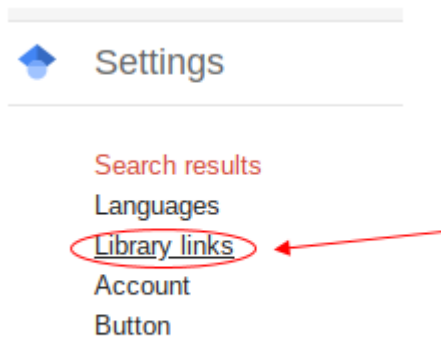
<https://www.lib.sfu.ca/help/cite-write/citation-style-guides>

## 2. Research

### a) Google Scholar



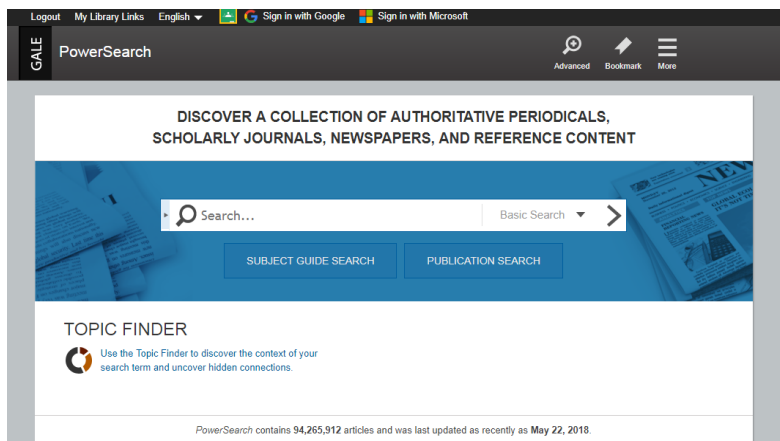
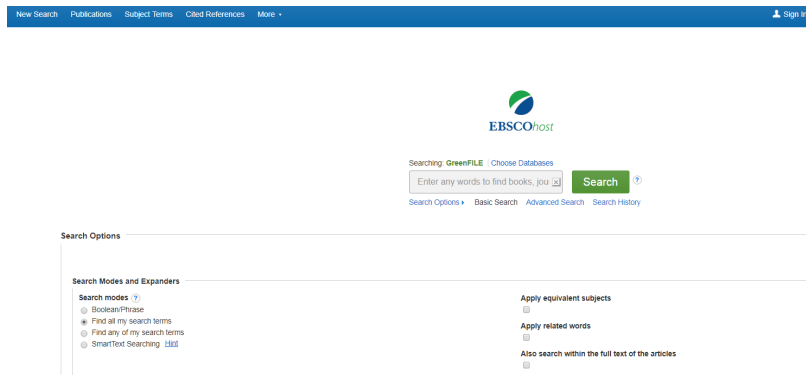
**\*\*link your University Library to your Google Scholar Account**



- i) Google works with most university libraries and determines the journals to which your university has a subscription, and then linking to the full-text articles from those sources when they are available. Go to Settings, then Library links and search for your University.

b) Databases e.g. EBSCO Host and GALE

- i) A **database** is a searchable collection of information. In **library research**, a **database** is where you find journal articles. Each **database** contains thousands of articles which you can search for simultaneously and quickly to find articles with higher relevance than searching in individual journals.



c) When using Google and/or databases, **Logical Operators** (also called Boolean phrases) can help you to narrow your search to yield better results:

- i) And = both words must occur
- ii) Or = one or both
- iii) Not = do not include
- iv) Brackets = e.g. (race or colo!r) and discrimination
- v) Quotation marks = Finds documents that contain the exact phrase or more than one word.
- vi) \* = The **asterisk** serves as the truncation (or wildcard) operator e.g. admin\* will search administrator, administration, administer, administered