**Writing Tips**

Make your work argumentative:

The best writing is succinct and thoughtful. All good style guides begin with Orwell's six rules:

* 1. Never use a metapho[r](http://www.economist.com/style-guide/metaphors), simile or other figure of speech which you are used to seeing in print (no cliches).
	2. Never use a long word where a short one will do.
	3. If it is possible to cut out a word, always cut it out.
	4. Never use the passive where you can use the active.
	5. Never use a foreign phrase, a scientific word or a jargon word if you can think of an everyday English equivalent.
	6. Break any of these rules sooner than say anything outright barbarous.

For a longer and very readable style guide see: <http://www.economist.com/styleguide/introduction>

Other writing guides are available from the university library.

You may assume your reader is familiar with the basic material: lengthy reproductions of source material are to be avoided.

Avoid summarizing. As much as possible, write in your own voice without plagiarizing.

Don't make basic factual errors.

A very useful guide to writing political theory papers is available [here](http://falcon.arts.cornell.edu/ams3/guide.html). But unlike Professor Smith, I ask that you footnote any Lecture notes as 'Winter, Stephen *Lecture Notes for POL209* DAY/MONTH/YEAR'.

Another good guide to writing political theory papers is [here](http://depts.washington.edu/pswrite/Handouts/WritingPoliticalTheoryPapers.pdf).

Good ‘structure' is indispensable. Many otherwise good essays lose marks through poor structure.

Know what ‘kind' of work you are writing and use an appropriate structure.

For essays, I would emphasize the importance of a [**thesis**](http://www.indiana.edu/~wts/pamphlets/thesis_statement.shtml)**.**

As you edit, ask yourself whether the paper has a thesis statement. Does this/these statement(s) clearly outline what it is the paper is trying to do? Is subsequent discussion arranged so that this thesis is being advanced with every paragraph?

Find and use resources appropriately. Get necessary sources early. See the librarians for assistance. Essays must employ either a Harvard or Chicago citation format. The Student Learning Centre has a [website](http://www.cite.auckland.ac.nz/) to assist students.

Don't plagiarise. Every year students lose marks, fail courses and are excluded from the university because they cheat. The university and I take cheating very seriously. Be aware that if you engage in 'academic cheating', you will be subject to a serious penalty.

If you are uncertain what constitutes academic cheating, you can consult:

<http://www.auckland.ac.nz/uoa/home/about/teaching-learning/academic-integrity>Should doubt remain, speak to me.

**Get someone to read-over your work before submission.**

Departmental policies apply regarding submission. Including late penalties. And ‘turn-it-in' provisions.