WRITING PROCESS

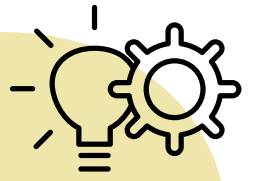## How to write your own **original work** and **avoid plagiarism**

PREPARE

- **Start early!**
- **Read** assessment instructions and marking schedule carefully
- **Seek** clarification from your course facilitator if unsure of anything
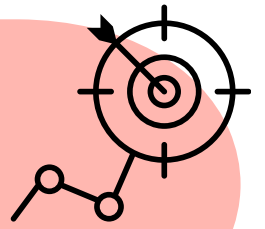- **Review** relevant course modules

RESEARCH

- **Read** recommended course readings
- **Locate** additional sources, if required
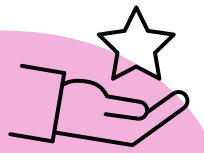- **Take notes** and **keep a record** of ALL sources you plan to use

See <u>Finding resources</u>, Or <u>get in touch</u> for support with finding what you need

ORGANISE IDEAS

- **Notes**/**mindmaps** might be useful
- **Create** an outline of ideas
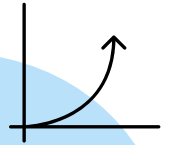- **Order** your ideas into a logical flow

ELABORATE

- **Expand** your outline with discussion/facts/ideas
- **Provide** examples and evidence
- **Note the sources** you refer to (by author and date) as you draft

Note, the writing must be your **OWN** work. It must not be generated by someone else, e.g. an AI tool, or essay writer.

CITE YOUR SOURCES

- Add **in-text citations**, in **APA format, EVERY** time you refer to a source, e.g. (Rangi, 2023).

- Add a **References list** (ONE list at the end of your assessment) with details of EACH source, matching your in-text citations, e.g.

  Rangi, T. (2023). *Ways to warm your environment.* Blueline Publishers.

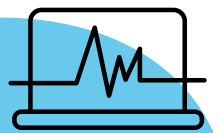 **See <u>APA referencing</u> to learn more**

REVIEW

- Read your writing - reading aloud can be useful
- Is it **answering the assessment task**/**s**?
- Does it have a **logical flow**?
- Are your **ideas clear** and the **grammar and spelling** correct?

Note, a grammar checker might be helpful, but it MUSTN'T re-write your assessment for you!

Seek support – <u>Library & Learning Centre Study Support</u>

REFINE

- Make necessary changes
- Ensure in-text citations and references are in correct <u>APA7 format</u>
- Repeat steps 6 & 7 until you are satisfied with your assessment

FINAL CHECK + SUBMIT!

- Give it a final read over for any grammar or spelling typos you might have missed
- Submit!

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