



Write & Cite

Academic Writing Readiness Course

WRITE & CITE: ACADEMIC WRITING READINESS COURSE GUIDE

The *Write & Cite* course from Peregrine provides students the skills and knowledge needed not only to write, format, and properly cite academic papers, but also to think critically to define their research problem, find credible sources, and craft theses or dissertations worthy of publication. The 8-module course, each with approximately 3-5 learning sections, can be customized to teach APA, MLA, or CMS documentation styles along with instruction regarding proper word choices, tone, paper organization, literature-based research, and techniques to avoid plagiarism.

Write & Cite is designed to give both undergraduate and graduate students the skills needed to write, format, and properly cite academic papers and dissertations. More than just a formal requirement, proper citation is imperative to respectfully borrow and expand upon others' ideas. The *Write & Cite* course guides the student through rules to a standard system for giving credit to others for their contribution to a paper. In addition, the online lessons provide keys to uniformity in style, grammar, punctuation, and format, so that a paper conforms to professional standards and can be accepted for academic submission and potential publication.

The course consists of a 20-question pre-test (which may be used to “test out” of the course), eight interactive training modules with quizzes organized into the learning sections, and a 50-question post-test with questions randomly drawn from the entire course. Upon completion of the post-test, students will receive a completion certificate to demonstrate their competency in academic writing.

COURSE CUSTOMIZATION: DOCUMENTATION STYLE

Higher education and formal publication typically require one of the following documentation styles:

- APA (American Psychological Association)
- MLA (Modern Language Association)
- CMS (Chicago Manual of Style)

The *Write & Cite* course includes three learning modules covering the requirements of each of these styles. The adopting institution will choose which of the three styles to include within the customized course. The course's pre-test and post-test are subsequently based on the selected style.

COURSE LEARNING OBJECTIVES

Whether you choose to use the *Write & Cite* service as a stand-alone course to set students up for success in academic writing, or you incorporate the course into your existing curriculum, students can be expected to achieve the following learning outcomes:

- Prepare an academic paper in accordance with either the APA Writing Style (6th Ed.), the MLA (Modern Language Association) style, or The Chicago Manual of Style (CMS).
- Define and use proper tone, word choice, and idea development for academic papers.
- Demonstrate ability to clearly define a research problem.
- Select credible sources for a presented research problem.
- Describe plagiarism, and identify proper citation techniques for crediting others' ideas.
- Identify the tone, structure, purpose, and format for different types of academic writing.
- Consider nuance and meaning to choose vocabulary appropriate for a paper's purpose.
- Use feedback to review an assignment and correct errors in style, structure, and content.
- Recognize the most common errors and demonstrate techniques to avoid them.
- Demonstrate an understanding of proper grammar, including consistent verb tense, correct subject-verb agreement, and uniformity of phrases.

Write & Cite Course Modules:



Module 1: What is Academic Writing?

- Section 1: Characteristics of academic writing
- Section 2: Critical thinking in exploring a research problem
- Section 3: Different documentation styles and who uses them
- Section 4: Avoiding plagiarism: The ethical requirement for proper citations



Module 2: Types of Academic Writing

- Section 1: Discussion posts
- Section 2: Essays
- Section 3: Case studies
- Section 4: Research papers
- Section 5: Theses and dissertations



Module 3: Literature Sources in Academic Writing

- Section 1: Choosing resources
- Section 2: Using websites
- Section 3: Using journal articles
- Section 4: Using books
- Section 5: Using other material



Module 4: Writing the Paper

- Section 1: Manuscript layout
- Section 2: Writing style
- Section 3: Word choices
- Section 4: Grammar



Module 5: Format for Academic Writing (APA, MLA, or CMS)

Section 1: Title page

Section 2: Abstract

Section 3: Tables of contents

Section 4: Appendix

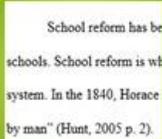
Section 5: Paragraph format

Section 6: Headings and series

Section 7: Numbers

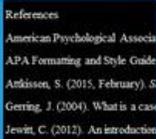
Section 8: Tables

Section 9: Figures



Module 6: The Style for In-text Citation (APA, MLA, or CMS)

Section 1: In-text citations



Module 7: The Style for the Reference Section (APA, MLA, or CMS)

Section 1: Reference sections, lists, works cited, bibliographies



Module 8: Finalizing Your Paper

Section 1: Using feedback

Section 2: Revising and editing

Section 3: Proofreading

Module 1: What is Academic Writing?

The first module in the *Write & Cite* course contains 4 sections exploring the nature of academic writing, which should be characterized by clarity, logic, and direction. The sections present common errors found in academic writing, along with tips for guiding the reader along a logical path toward the intended conclusion. In addition to style and development lessons, the section provides an overview of different documentation styles (APA, MLA, CMS), and explains the risk of plagiarism and methods to avoid it.

At the end of the section, students will be able to:

- Define and use proper tone, word choice, and idea development for academic papers.
- Demonstrate ability to clearly define a research problem and create a logical structure to develop the topic.
- Identify the proper documentation style and writing techniques for an academic paper.
- Describe plagiarism, and identify proper citation techniques for crediting others' ideas.

Module 2: Types of Academic Writing

Module 2 contains 5 sections describing different types of academic writing and the proper tone for each: discussion posts, essays, case studies, research papers, and dissertations. The content, development, and form for each type of writing are discussed, focusing on the planning and purpose of different assignments. Lessons include the main points of an ideal discussion board post, the four common modes of discourse, and the process and planning involved in writing a formal research paper or dissertation.

At the end of the section, students will be able to:

- Describe the characteristics of the different types of academic writing.
- Identify the tone, structure, purpose, and format requirements for each type of academic writing.

Module 3: Literature Sources

Module 3 is composed of 5 sections, aimed at helping the student navigate available sources to present and develop the research problem presented. Section 1 begins with the ability to evaluate and find credible sources for a research paper, with the subsequent modules exploring the resources available via websites, journals, books, or other sources. Critical thinking and proper citation techniques are showcased in Module 3.

At the end of the section, students will be able to:

- List the various sources that are used for academic research.
- Select credible sources for the research problem presented.

Module 4: Writing the Paper

Module 4 is composed of 4 sections, which guide the student through the practical considerations of writing a research paper: manuscript layout, writing style, grammar and word choice, and potential pitfalls to avoid. This module will combine and apply lessons learned in Modules 1 and 2. The purpose of this module is to provide clear, step-by-step advice on how to start and finish the task of writing.

At the end of the section, students will be able to:

- Identify the purpose of a paper and select examples of proper manuscript layout.
- Recognize errors of style, imprecise language, passive voice, slang, excessive wordiness, and faulty sentence structure.
- Demonstrate an understanding of proper grammar, including consistent verb tense, correct subject-verb agreement, and uniformity of phrases.

Module 5: The Format for Academic Writing [APA, MLA, or CMS]

Module 5 will cover the formatting required in academic writing. This module is composed of multiple sections covering the Title Page, Abstract, and Main Body. Topics include headings, numbers, bullet lists, tables and figures, margins, line spacing, and fonts.

At the end of the module, students will be able to:

- Recognize the required elements for a title pages, abstracts, and main body of a paper.
- Select correct examples of headings, series, and paragraph structure.
- Show understanding of format requirements for numbers.

Module 6: The Style for In-text Citation [APA, MLA, or CMS]

Module 6 is composed of just one section, covering all requirements for in-text citation. Citing the source of information is necessary to help the writer avoid plagiarism.

At the end of the module, students will be able to:

- Identify the types of information that require in-text citation.
- Be able to determine the appropriate in-text citation style.
- Demonstrate understanding of how to reference direct quotations or paraphrased ideas.

Module 7: The Style for the Reference Section [APA, MLA, or CMS]

Module 7 consists of one section focused on creating a reference page, bibliography, notes or footnotes, as they are related to the writing style you are using. The module will cover the correct format to create a list of references or works cited, and how to format based on the type of citation such as print or electronic media.

At the end of the section, students will be able to:

- Identify the proper format to reference print or electronic media.
- Understand the importance of properly citing sources.

Module 8: Finalizing the Submission

Module 8 is the finishing touch on the writing course, emphasizing the fact that writing is re-writing. The final three sections will teach students techniques for thorough proofreading, including checking errors that often go undetected. The lessons also include re-reading for style, allowing others to review the paper, and using feedback to clarify any vague points and make sure the conclusion is clear, logical, and persuasive.

At the end of the module, students will be able to:

- Use feedback to review an assignment and correct errors in style, structure, and content.
- Recognize differences in writing styles, and note distinct nuances of meaning due to word choice and structure.
- Recognize the most common spelling and grammar errors, and demonstrate techniques to avoid them.

COURSE CONCLUSION

The Write & Cite course concludes with a 50-question competency exam, with questions randomly drawn from the quizzes in the eight learning modules. The student will receive a completion certificate with scores, to indicate the level of mastery of the learning outcomes.