

# Academic Style

Sub: Academic  
Writing

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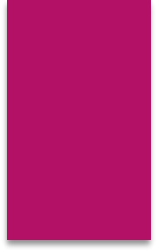
# Key Points

- ▶ The term refers to the style adopted in writing essays, project papers, journal articles, and dissertations.
- ▶ Academic writing is more formal and is different from informal writing like newspaper articles and magazine essays.
- ▶ Academic writing needs to follow some stylistic rules and regulations.
- ▶ Stylistic consistency decides the quality of an academic work.
- ▶ MLA style and APA are two documentation styles guides commonly followed in academic writing.
- ▶ Different disciplines use different documentation styles.
- ▶ Parenthetical or in-text citation and work cited or bibliography or references are the two kinds of documentation employed in writing academic works.

# MLA Style : Key Points

- ▶ MLA is a style guide for academic writing.
- ▶ MLA is developed by Modern Language Association .
- ▶ The MLA style guide is widely used by writers and researchers in academic writing.
- ▶ MLA gives guidelines on:
  - ▶ o Heading and Title
  - ▶ o Abstract
  - ▶ o Introduction
  - ▶ o Formatting Text
  - ▶ o Margins, space, font
  - ▶ o Putting page numbers

- ○ Putting page numbers
- ○ Tables and illustrations
- ○ Punctuation
- ○ In-text or parenthetical citation
- ○ Work cited list or bibliography
- ○ Footnotes and endnotes
- ○ Plagiarism



# APA Style

- ▶ This style guide is developed by American Psychological Association. This style is mostly used in scientific writing. Academic writings which include empirical studies, literature review, case studies, and theoretical and methodological articles also use APA Style.
- ▶ The different sections of an APA style paper are:
  - ▶ o Title page
  - ▶ o Abstract
  - ▶ o Introduction
  - ▶ o Results
  - ▶ o Discussions
  - ▶ o References
  - ▶ o Appendices
- ▶ Both in MLA and APA, there are specific guidelines on putting spacing, margins, page numbers and page headers. In in-text citation, MLA uses author-page citation and APA uses author-date citation.



- **Academic integrity: Key points**

- It is a moral and ethical code in academic community. Values related to academic integrity actively promote ethics of writing.
- The notion of Academic integrity examines different forms of academic dishonesty.
- Plagiarism poses a threat to maintaining academic integrity.
- An academic writer can keep academic integrity by citing his/her sources properly and also by avoiding plagiarism.
- Plagiarism is a literary theft. It occurs when a writer copies another person's text or ideas and calls the work his/ her own without giving credit to the source of the copied text.

# PROOF READING

- ▶ The process of reading your drafts repeatedly for mistakes after you finish writing.
- ▶ In this process of editing and rewriting certain words can be added or omitted, if necessary.
- ▶ In proofreading grammar, vocabulary, spelling, sentence structure and format of the text are all thoroughly examined.