

Rutgers Learning Centers

At Camden Campus

WRITING: TIPS AND TRICKS

ORGANIZING IDEAS:

Write out the central idea for each paragraph; then add an introductory sentence before the central idea, then add details after.

QUOTATION:

Avoid lengthy quotes; try to restate the author's writing in your own prose, but be sure to give credit to author for ideas.

If a long quote (more than four lines of text or more than 40 words) is necessary, indent block of text one inch or 10 spaces from the left margin; reproduce the text exactly as it appears in the original, using double space; do not use quotation marks on block quote; place period at end of text (if a complete thought); then your citation directly following the end. ()

VERB TENSES:

Talk about a published work in present tense. Use present tense to argue, agree, or disagree with an author. Give special attention to relating past incidents. Be careful to use the correct past tense to indicate the proper time in which the action occurred.

SUBJECT/VERB AGREEMENT:

When using part of a quote to make your point, make sure subject and verb agree in person and tense. If you substitute a word or words in quote, put the change in brackets. []

TEXT CITATIONS:

Place citations at natural breaks in the sentence, after a clause, or at the end of the sentence.

UNDERLINE OR Italicize:

Titles of books, anthologies, artworks, films, periodicals, recordings and foreign words.

ELLIPSIS:

Used to indicate omitted words from a quotation. Use three periods with a space before the first and a space after the last (. . .) or, when an omission occurs in the middle of a sentence; use four spaced periods to indicate material omitted at the end of a sentence

PERIODS OR COMMAS:

After a citation, place punctuation outside parenthesis. APA (Smith 1992) or MLA (Smith 26).

NUMBERS:

Type out numbers used as adjectives (second). Centuries are typed in lower case letters (twentieth century) and hyphenated when used as an adjective (twentieth-century thought). Page numbers in a series are put in parentheses (10-12). In larger series numbers, use only the last two numbers, unless more are needed. (97-103) (103-04) (1003-05)

For more information, visit or call your nearest Rutgers Learning Center, or visit our website:<http://rlc.rutgers.edu>

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