Scholarly writing is an acquired skill. You must have a full understanding of the subject matter and the writing conventions of your discipline to communicate convincingly.

**Time management tips**
- Break writing into small, manageable steps
- Set deadlines for each stage of writing
- Use optimal creative/productive work times (are you a morning or night person?)
- Avoid interruptions.

**Maintaining scholarly integrity**
- Develop your own scholarly 'voice' by transforming information from sources into your own knowledge
- Acknowledge others honestly
- Use valid sources.

**Effective reading for research**
There are a number of steps you can take to read effectively for research.

**Previewing**
- Note the title, writer's name, date and place of publication
- Read the abstract
- Pick up main ideas and key words
- Determine whether the text is relevant to your research question
- Be clear about the purpose of your reading.

**Questioning**
- Identify the author's thesis or central idea
- Determine the significance of the author's choice of data and examples in supporting their thesis
- Identify the connections and relationships the author develops
- Analyse how the author structures and develops their ideas
- Highlight any words, expressions or technical terms that you don't understand and define them.

**Taking notes**
- Always keep your thesis/research question in mind
- Record bibliographical details of the text from which you are taking notes
- Focus on understanding of the text before you start making notes.
- Use headings, subheadings, diagrams, and/or mindmaps in your notes
- Identify, underline, colour code main ideas and supporting points
- Paraphrase rather than copy verbatim (except for 'quotable quotes', which must be copied meticulously)
- Record page numbers for all notes.
Summarising

- At postgraduate level, your summary should have a critical edge
- Use your summary to test your understanding of the material and to evaluate its quality, significance and relevance to your own research question
- Writing a summary of what the text covers exposes what it leaves out and suggests a research niche.

Review and reflect

Review and reflect on these key factors:

- The authority of the text and where it appears
- The accuracy of the text
- The currency of the text (recent or seminal)
- The objectivity, author's perspective, point of view, ideological/theoretical position
- The scope, parameters, comprehensiveness of the text.