

Phonetics / SPAU 3343

Checklist of Writing Dos and Don'ts for UTD Papers,
(Including this Final Project)

DO:

- Organize your thoughts
- Write in complete sentences
- Stay on subject
- Use peer-reviewed, published references. Be prepared to search online and at local libraries. *Google Scholar* and *Pub Med* are good places to start.
- Make in-text references in the proper format. For example: (Smith and Jones, 2002)
- Use quotes for spelled words ("cat"), slashes for broad IPA (/kæt/), and square brackets for narrow IPA ([k^hæt]).
- Proof your work, including spell-check

DON'T:

- ... write in sentence fragments
- ... begin sentences with " And" / " Then" / "So" / " It's like" / etc.
- ... grab bits of info from the web and call it your " references."
- ... use encyclopedias as references. This doesn't work for college papers.
- ... use folksy, imprecise expressions, such as " kinda like" / "sort of" / "lots of" / " really, really" / "super big" / "chunky" / etc.
- ... give examples of spelled words without quotes
- ... use huge margins, triple-spaced paragraphs, or enormous font

ABOUT CITATIONS AND REFERENCES:

- Please cite references including name(s) and date (Smith, Jones, & Wilson, 2003).
- If you quote an exact phrase, you may also list the page number, e.g. (Smith, Jones, & Wilson, 2003, p. 214)
- Here's what the corresponding reference would look like:

Smith, A., Jones, R., and Wilson, Q. (2003). The phonetics of Igbo. *Journal of Phonetics*, 2(3), 214-233.

(NOTE: This is volume 12 of the journal, issue 3, pages 213-233).