

Writing Hints

1. Cut fat—keep sentences short.

“What is particularly impressive about the Thai economy is its sustained level of GDP growth over the past 40 years—approximately 8% annually.” (22 words)

versus:

“Impressively, Thailand’s GDP growth rate has averaged 8 percent per annum since 1960.” (13 words)

“In terms of natural resource endowments, India’s most important one is unquestionably coal.” (13 words)

versus:

“India’s most important natural resource is coal.” (7 words)

2. Keep paragraphs short and focused. Every sentence should help to make the basic point.

3. Avoid parenthetical comments.

“. . . volcanic eruptions each year produce chemical rich ash and alternative sources for energy (geothermal).”

versus:

“. . . volcanic eruptions each year produce chemical-rich ash and geothermal energy.”

4. Avoid the passive voice.

“Trade reforms were implemented.”

versus

“The new government implemented trade reforms.”

5. Use parallel constructions

“The major goals of the policies were to reduce inflation and to modernize capital markets, and direct investment was encouraged through incentives.”

versus:

“The major goals of the policies were to reduce inflation, modernize capital markets, and encourage direct investments.”

6. Provide a clear citation for each figure, fact, and quotation in the text.

Example:

Tax cuts without spending reductions drive up interest rates (Hubbard, 1997).

7. List references alphabetically by first author at the end of the document.

Use the formats described in the on-line document “Information literacy and you,” “citing your sources,” social sciences version. This is reachable from the library’s web site that is linked to the “Resources for country reports” portion of our on-line syllabus.

Periodicals:

Griffiths, W. and Judge, G. (1996). “Testing and Estimating Location Vectors When the Error Covariance Matrix is Unknown,” *Journal of Econometrics*, 54(2), 121-138.

Books and Monographs:

Hawawini, G. and Swary, I. (1990) *Mergers and Acquisitions in the U.S. Banking Industry. Evidence From the Capital Markets*. Amsterdam: North-Holland.

Contributions to collective works:

Brunner, K. and Meltzer, A.H. (1995). Money Supply. In Friedman and Hahn, F.H. (Eds.), *Handbook of Monetary Economics, Vol. 1*. Amsterdam: North-Holland.

Nonperiodical Web documents

Cain, A., & Burris, M. (1999, April). *Investigation of the use of mobile phones while driving*. Retrieved January 15, 2000, from http://www.cutr.eng.usf.edu/its/mobile_phone_text.htm

Archer, Z. (n.d.). *Exploring nonverbal communication*. Retrieved July 18, 2001, from <http://zzyx.ucsc.edu/~archer>

If a source has no author, begin with the title and follow it with the date in parentheses.

A web address alone is not a reference.