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polishing your final draft we ve got you covered find what they need understand what they find use what they find to meet their needs contents the guidelines are organized into sections but many of the topics fit within more than one section we start with a discussion of your audience because you should think about them before you start writing or planning to write when it comes to great writing not all rules are created equal in fact some rules are really more like guidelines here are five pieces of good writing advice that you can and should ignore once in a while this section provides some best practice techniques to improve your writing these tips are organized around each of the three basic steps to develop any kind of document 1 plan 2 draft and 3 revise these steps comprise an iterative process building to the final document professional writers should know how to pick a style guide which guide is standard for which types of writing and how to use a style guide to polish your writing and impress your editors table of contents what is a writing style guide why do you need a style guide how many writing style guides are there what is the best writing style guide writing resources expand more overview strategies for essay writing brief guides to writing in the disciplines writing advice the barker underground blog meet the staff contact employment however it is important to use both long and short sentences and all sizes in between in order to keep the reader engaged and ensure your language flows smoothly too many short sentences in a row and your writing sounds robotic too many long sentences and your audience gets lost 9 keep paragraphs short throughout your paper you need to apply the following apa format guidelines set page margins to 1 inch on all sides double space all text including headings indent the first line of every paragraph 0 5 inches use an accessible font e g times new roman 12pt arial 11pt or georgia 11pt include a page number on every page guidelines for effective writing keep content meaningful user focused give users clear value ask yourself is this content saying something meaningful or adding new information get right to the point people have limited attention and patience and

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find what they need understand what they find use what they find to meet their needs contents the guidelines are organized into sections but many of the topics fit within more than one section we start with a discussion of your audience because you should think about them before you start writing or planning to write

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however it is important to use both long and short sentences and all sizes in between in order to keep the reader engaged and ensure your language flows smoothly too many short sentences in a row and your writing sounds robotic too many long sentences and your audience gets lost 9 keep paragraphs short

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throughout your paper you need to apply the following apa format guidelines set page margins to 1 inch on all sides double space all text including headings indent the first line of every paragraph 0.5 inches use an accessible font e.g. times new roman 12pt arial 11pt or georgia 11pt include a page number on every page

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guidelines for effective writing keep content meaningful user focused give users clear value ask yourself is this content saying something meaningful or adding new information get right to the point people have limited attention and patience and are quickly frustrated when expectations aren't met

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