

# Unit 11: References for Improving Academic Writing Skills

(N.B. When using any of these references, be aware that there are differences between British English and other forms of English e.g. American English).

The following tables include references which can help you improve your writing skills. **Table A** is a list of books. All but one of them can be found either in the Joule Library or the John Rylands Library. **Table B** is a list of online writing resources and a brief description of each site.

**Table A**

Detailed Reference	Library Ref Joule (Rylands)
Blaxter, L., Hughes, C., and Tight, M. 2006 (3 <sup>rd</sup> ed.) <i>How to Research</i> Open University Press, ISBN 0 335 21746 X	300.72/BLA (307/B283)
Cottrell, S. 2003 (2 <sup>nd</sup> ed.) <i>The Study Skills Handbook</i> Palgrave Macmillan, ISBN 1 4039 1135 5	378.1702812/COT (371.3/ C33)
Dunleavy, P. 2003 <i>Authoring a Ph.D: How to Plan, Draft, Write and Finish a Doctoral Thesis or Dissertation</i> Palgrave Macmillan, ISBN 1 403 90584 3	378.24/DUN (007.1/D4 )
Fairbairn, G.J. and Winch, C. 1996 (2 <sup>nd</sup> ed.) <i>Reading, Writing and Reasoning: A Guide for Students</i> Open University Press, ISBN 0 335 19740 X	(007.1/F5)
Morley, J., Doyle, P., and Pople, I. 2007 <i>University Writing Course</i> Express Publishing, ISBN 978 1 84679 366 0	
Murray, R. 2002 <i>How to Write a Thesis</i> Open University Press, ISBN 0 335 20719.7	(007.1/M21)
Peters, P. 1985 <i>Strategies for Student Writers: A Guide to Writing Essays, Tutorial Papers, Exams and Reports</i> J. Wiley and Sons, ISBN 0 471 33406 5	428.2/PET
Quirk, R. and Greenbaum, S. 1980 <i>A University Grammar of English</i> Longman, ISBN 0 582 55207 9	(425/Q24)
Swales, J.M. and Feak, C.B. 1994 <i>Academic Writing for Graduate Students</i> University of Michigan Press, ISBN 0 472 08263 9	428.2/SWA
Swan, M. 2005 (3 <sup>rd</sup> ed.) <i>Practical English Usage</i> Oxford University Press, ISBN 0 19 442099X	(420.2/S41 )

Thomson, A.J. and Martinett, A.V. 1986 (4 <sup>th</sup> ed.) <i>A Practical English Grammar</i> Oxford University Press, ISBN 0 19 4313 47 6	425/THO
Turabian, K.L. 1996 (6 <sup>th</sup> ed.) <i>A Manual for Writers of Term Papers, Theses and Dissertations</i> The University of Chicago Press, ISBN 0 226 81627 3	428.2/TUR (420.7/T136)
Walliman, N. 2005 (2 <sup>nd</sup> ed.) <i>Your Research Project: A Step-by-step Guide for the First Time Researcher</i> SAGE Publications, ISBN 1 4129 0132 4	607.4/WAL (007.1/W65)
Weissberg, R and Buker, S. 1990 <i>Writing Up Research: Experimental Research Report Writing</i> Prentice-Hall, ISBN 0 13 970831 6	428.2/WEI (007.1/W58)
Wisker, G. 2001 <i>The Postgraduate Research Handbook</i> Palgrave Macmillan, ISBN 0 333 74777 1	378.24/WIS (007/W23 )

**Table B**

Online site and URL	Brief description of site
<i>Academic Phrasebank</i> - University of Manchester <a href="http://www.phrasebank.manchester.ac.uk">http://www.phrasebank.manchester.ac.uk</a>	A general resource for academic writers, which lists a large number of authentic phrases from dissertations under various functional headings.
<i>Advice on Academic Writing</i> - University of Toronto <a href="http://www.writing.utoronto.ca/advice">http://www.writing.utoronto.ca/advice</a>	A detailed guide to planning and organising, reading and researching, using sources, style and editing, grammar and punctuation, and to specific types of writing.
<i>Common Errors in English</i> - Washington State University <a href="http://www.wsu.edu/~brians/errors">http://www.wsu.edu/~brians/errors</a>	Comprehensive (alphabetical) list of common errors in English.
<i>Guide to Grammar and Writing</i> - Capital Community Technical College, Hartford, Connecticut <a href="http://grammar.ccc.commnet.edu/grammar">http://grammar.ccc.commnet.edu/grammar</a>	A detailed site which considers writing at word and sentence level, paragraph level, essay and research paper level, and provides online quizzes.
<i>How to Write a PhD Thesis</i> - School of Physics, University of New South Wales <a href="http://www.phys.unsw.edu.au/~jw/thesis.html">http://www.phys.unsw.edu.au/~jw/thesis.html</a> <a href="http://www.phys.unsw.edu.au/~jw/hons.html">http://www.phys.unsw.edu.au/~jw/hons.html</a>	This guide to thesis writing gives simple and practical advice on the problems of getting started, getting organised, dividing the huge task into less formidable pieces and working on those pieces. It includes a suggested structure and a guide to what should go in each section. It was originally written for graduate students in Physics, but can be of

	use in Humanities.
<b>Online Concordancer</b> <a href="http://www.lex tutor.ca/concordancers/concord_e.html">http://www.lex tutor.ca/concordancers/concord_e.html</a>	Allows you to check how specific words and punctuation are used by entering a key word.
<b>Online Dictionary</b> <a href="http://dictionary.reference.com/writing/styleguide/punctuation.html">http://dictionary.reference.com/writing/styleguide/punctuation.html</a>	Detailed explanation of all punctuation types.
<b>Online Writing</b> - Monash University <a href="http://www.monash.edu.au/lis/lonline/writing/index.xml">http://www.monash.edu.au/lis/lonline/writing/index.xml</a>	Useful for many subject areas in Humanities.
<b>Online Writing Laboratory</b> - Purdue University, Indiana <a href="http://owl.english.purdue.edu/sitemap.html">http://owl.english.purdue.edu/sitemap.html</a>	Another detailed site which provides downloadable handouts on grammar, writing concerns, punctuation, researching and documenting sources, and many more topics.
<b>Rhetorical Functions in Academic Writing</b> - UEfAP, University of Hertfordshire <a href="http://www.uefap.co.uk/writing/function/crit.htm">http://www.uefap.co.uk/writing/function/crit.htm</a>	A detailed review of rhetorical functions in academic writing
<b>Writing Tips</b> - University of Newcastle <a href="http://lorien.ncl.ac.uk/ming/Dept/Tips/writing/writeindex.htm">http://lorien.ncl.ac.uk/ming/Dept/Tips/writing/writeindex.htm</a>	This page contains links to material that should help you write up reports, dissertations and theses.