WRITING AN ACADEMIC ESSAY
Tips, tutorials and guides to get you started.

**PLAN**
- Select your essay title, making sure you understand the topic.
- Break the assignment into tasks and plan for their completion.
- Pick key terms from essay topic to brainstorm for related keywords.
- A thesaurus can be very useful.
- Review your Lecture Notes in relation to your topic.

**FIND INFORMATION**
- Create a search strategy using the topic keywords you identified.
- Find relevant information by applying your search strategy to the Library’s OneSearch, or a key subject database in your discipline.
- Check your subject Libguides to identify good databases for your topic.
- Select high quality, relevant sources for your essay.

**ORGANISE YOUR SOURCES**
- Read the sources you found and take notes.
- Identify the common themes in the sources and in your lecture notes.
- Avoid plagiarism by keeping a reference list.
- Use citation software to manage your sources.

**WRITE A FIRST DRAFT**
- Make sure your essay has an introduction, main body and conclusion.
- Adopt themes identified in the literature to structure the main body of your essay.
- Consider critical thinking and analytical writing approaches to writing about your themes.

**WRITE THE FINAL DRAFT**
- Ensure your essay structure and content address every aspect of your essay question.
- Finalise your conclusion.

**PROOFREAD AND SUBMIT**
- Check your writing for grammar, syntax and spelling errors.
- Ensure your citations and references are formatted in line with your School’s citation style.

GOT QUESTIONS? CONTACT YOUR COLLEGE LIAISON LIBRARIAN
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