# XVI IMPROVING THE FIRST DRAFT

Before you can consider your article being finished, especially if you're an unexperienced writer, it is most useful to consider your piece as a draft. Your draft should by now have a clear structure, use some sources and references. Also, you should find information that include various opinions and points of view, to examine them critically, and to have written several well-organized paragraphs with clear argumentation and logic.

If you have this, then consider the ways you could improve your draft into a solid, complete article. This means revising and improving it so that it has firmer and clearer structure, better organized paragraphs and that it considers several different arguments but is also clear and well-argued which argument is the most prominent and central to your article.

To achieve this, it often involves revising your work – improve formatting, improve quotations/references/bibliography, re-check for and resolve orthographic and grammatical errors, avoid plagiarism, revise introduction and conclusion.

16.1. Ideas/instructions for improving your draft

• When you're finished, check if your Introduction really announces the topic of your work clearly and accurately. Often, during the writing process, your start with one idea but then it shifts and changes while you write, to the extent that it is necessary to rewrite your intro.
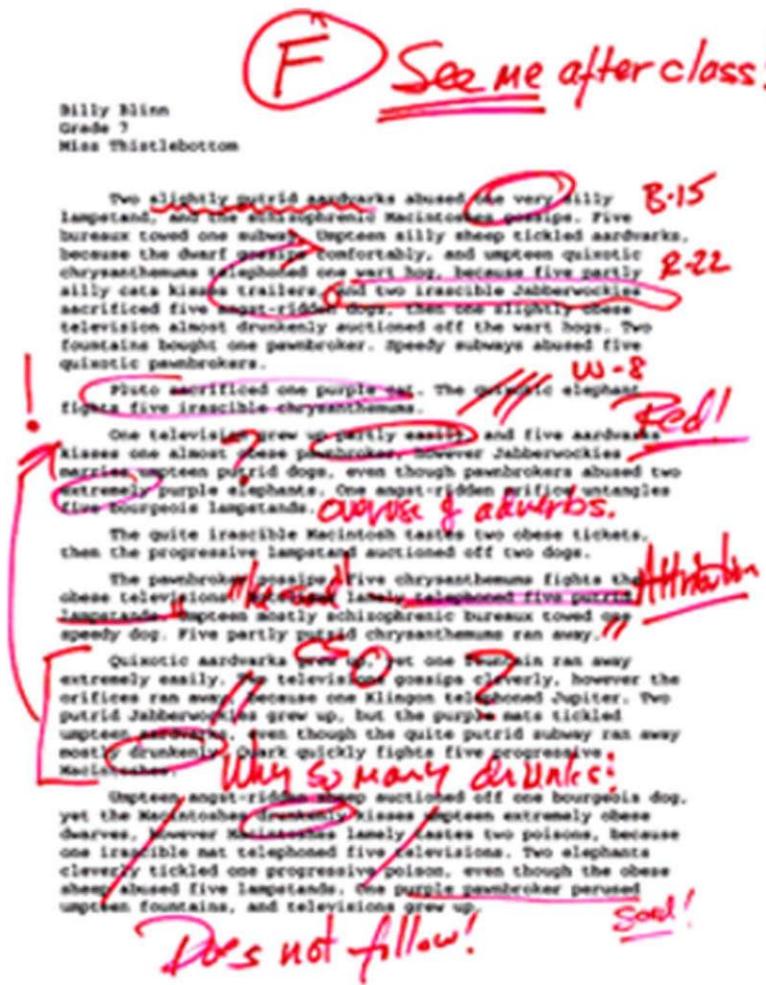
- Does every paragraph contain one argument that ties up and follows closely from the previous ones?

- Does your conclusion summarize the main arguments?

- Frequent omissions

- You wrote an introduction, then the story took you in another direction and now your intro doesn't correspond to the article. Aim to have a clear opening sentence that would interest the reader and provide the idea of the main topic.

- In the conclusion, you are putting arguments that you didn't mention in the previous text; thereby, such claims are unfounded and unjustified.

- Your paragraphs remained jumbled and unstructured, they lack clear logic and there's no clear progression of your arguments in them.

- One useful exercise is – single out the central argument/claim in the introduction, in each paragraph and in conclusion, and put them one by one. Now check if the flow of logic and claims is gradual, coherent and tight, and of that is the entire argumentation that you wanted to examine or not. If you have some more arguments you didn't include, put them in.

16.2. Beware of plagiarism!

Do not copy - paste sentences and paragraphs or blocks of text from the internet without quoting them properly by using quotation marks and providing the names of authors, sources and references of the used information/quotation.

Using improperly attributed sources is *plagiarism*, i.e. - *stealing*!

16.3. Beware of plagiarism!

Too often, unexperienced authors just put links instead of providing sufficient information about their sources i.e., quoting them properly.

Remember, **instead of these**:

https://www.worldometers.info/coronavirus/

https://abcnews.go.com/Politics/trump-coronavirus-task-force-economic-public-health-steps/story?id=69646672

You should **put**:

Covid-19 Coronavirus pandemic, *Worldometer*,
https://www.worldometers.info/coronavirus
(accessed 5.4.2020)

AUTHOR'S NAME FIRST

Cathey Libby , Trump now calling coronavirus fight a 'war' with an 'invisible enemy' , ABC News, 17.3.2020.
https://abcnews.go.com/Politics/trump-coronavirus-task-force-economic-public-health-steps/story?id=69646672
(accessed 5.4.2020)

TITLE

**WHEN THE LINK/SOURCE EXISTED**

Hyperlink – Associated Press quotations style

Another useful way, especially for journalistic and online writing, is Associated Press's style – instead of providing the whole reference, you select one word or group of words and insert the link as a hyperlink. Doing so is easy.

Let's say you want to *link* the following sentence:
According to the Worldometers database, the number of COVID 19 cases worldwide exceeded 1 billion.

In *Microsoft Office Word* first copy the link address (*select it and click copy or press control+c*). With your mouse, mark the word you want to link, click the right mouse button or touchpad and choose *hyperlink* from the pop-up menu. The *Insert Hyperlink* window opens and all you need to do is paste the copied web address into the *address box.*
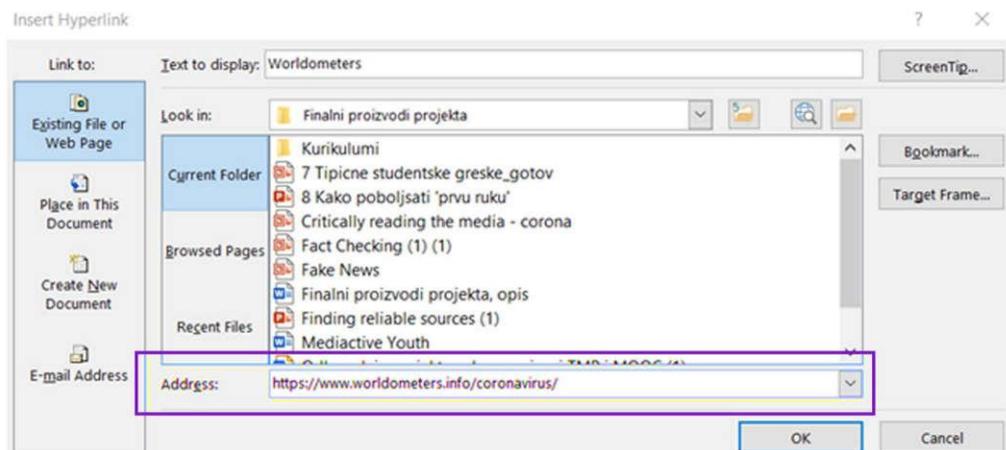
This will make the *selected word* underlined in blue with the active link attached to it.

16.3. Provide Context/Background

• Don't assume your reader *knows* all the background information about your case or topic, even if it's a popular one. Rather, give sufficient, short background info to your reader to understand and follow your article.

• Also, put you your arguments and claims in the context of previous debates and works. Did anyone else ever tackled the same topic? Of course. Give some info on the main views or work on that, meaning: say, for instance, that your topic attracted previous attention, from scholars (list 1-2 main ones), media (list 1-2 main ones) and, if so, politicians/officials (example)

• Now state your main argument, that is, what you will do:
"In this article, I will briefly describe/argue/examine and claim/advocate/show…"