



Time Management Support Group

WEEK 3: OCT 18TH, 2021

Getting Started with Papers

The Dos & Don'ts of Drafting & Revising:

1.) **Don't** wait until the last minute

a.) Create a timeline from "assignment to submission"

b.) For example: a paper is assigned on Monday Oct 25th and due on Monday Nov 15th

- ▶ Step 1: Reading & Research (Monday Oct 25th – Friday Oct 29th)
- ▶ Step 2: Completing Observation/Outside Work (Saturday Oct 30th)
- ▶ Step 3: Planning the Paper (Sunday Oct 31st)
- ▶ Step 4: Writing the Paper (Monday Nov 1st – Sunday Nov 7th)
- ▶ Step 5: Revising the Paper (Monday Nov 8th – Sunday Nov 14th)
- ▶ Step 6: Turning it in (Monday Nov 15th)

Getting Started with Papers (cont.)

The Dos & Don'ts of Drafting & Revising:

2. **Don't** try to write all the assignment at once
 - a.) Or cram a 10 page paper into one weekend
 - b.) A large part of writing is **psychological** – what if you promised yourself that you'd only focus on the first page or two on day 1?
3. **Don't** do the research after the rest of the paper is written
 - a.) Many people make the mistake of trying to add sources after the paper is mostly written
4. **Don't** turn the paper in until *you* have read the paper slowly, out loud to yourself at least once

Getting Started with Papers (cont.)

The Dos & Don'ts of Drafting & Revising:

- 1.) **Do** figure out what you want to say – *have a clear sense of direction in mind*
- 2.) **Do** complete your reading & research beforehand – *read before you write not after*
- 3.) **Do** complete your citations as you write (*and follow the correct format*)
- 4.) **Do** get a 2nd opinion of your work – *have a friend, family member or colleague review your work before submitting it to your instructor*

Getting Started with Papers (cont.)

How to approach an introduction:

- 1.) What is the topic?
- 2.) What is the connection to public health?
- 3.) What does your paper do/say about the topic?

CUNY SPH Resources

For writing assistance:

- ▶ One-on-one writing tutoring offered on Tues/Wed/Thurs (book online)
- ▶ Drop in office hours (over Zoom) on Wed 4-5PM (link on website)

<https://sph.cuny.edu/academics/academic-resources/writing-assistance/>

For quantitative tutoring:

- ▶ Tutoring offered on Tues/Wed/Thurs (book online)

<https://sph.cuny.edu/academics/academic-resources/quantitative-tutoring/>