10. Turn it in

Your final essay was developed by the University's writing program to ensure that you have achieved the required skills and understandings.
- Ensure your writing is clear and concise.
- Proofread for grammar, spelling, and punctuation.
- Submit your essay in the provided format.

9. Re-check you have fulfilled requirements and submit paper

- Review the requirements for the topic.
- Check if the marking scheme is clear.
- Submit your essay in the correct submission format.

8. Refine and proof your paper

- Revise your essay for clarity and coherence.
- Use specific examples to support your arguments.
- Proofread for grammar, spelling, and punctuation.

7. Write several drafts

- Write multiple drafts to refine your ideas.
- Pay attention to your audience and purpose.
- Revise your essay for clarity and coherence.

6. Refine/confirm /consolidate your argument

- Use further reading to refine your argument.
- Ensure your arguments are supported by evidence.
- Revise your essay for clarity and coherence.

5. Research to gather further evidence

- Read further to support your argument.
- Use specific examples to support your arguments.
- Proofread for grammar, spelling, and punctuation.

4. Outline a preliminary plan

- Write an outline to guide your writing.
- Include your main arguments and evidence.
- Revise your essay for clarity and coherence.

3. "Brainstorm" ideas

- Generate ideas to support your argument.
- Use specific examples to support your arguments.
- Revise your essay for clarity and coherence.

2. Read and interpret the question

- Read the question carefully.
- Identify key words and phrases.
- Understand the requirements for the question.

Writing an essay

1. Introduction

- Introduce your main argument.
- Use specific examples to support your arguments.
- Revise your essay for clarity and coherence.
Writing an essay

10 steps to success
1. Read and interpret the question

- Read requirements carefully.
- Identify direction words and discipline specific words
- Number the tasks in the question.
- Examine the marking scheme to determine weighting of marks (e.g. 20 marks for argument)
2. "Brainstorm" ideas

Develop a mind map to explore all of your existing ideas and knowledge on the topic

- Radiation dosage error case
  - Practitioner Codes of conduct
  - Radiation Dosage guidelines
  - Maintenance of Radiation Equipment
    - Issue 1: Obligation to ensure patient safety
  - Patient comfort
    - Issue 2: Difficulty in accessing radiation target
Search literature to identify evidence to support your response and determine if your argument can be well supported.

For example

For a topic on radiation dosage error, literature on drug dosage recommendations and best practice application for similar patients may be explored. If it is relevant to your argument the literature related to codes of conduct for radiation therapists may also be included in the search.

3. Read to formulate your own initial response/argument
4. Outline a preliminary plan

- In light of the evidence gained from your initial search, formulate a preliminary plan for the argument as it unfolds throughout paragraphs in the body of your essay.
- Match the key points you are making with the evidence to support your points.

Identify gaps in the evidence to support your view and then search the literature further to gather more evidence.

- If your discover that the gap in your evidence exists because there have been no studies undertaken on the topic in the area of Radiography and Medical Imaging, consider searching more broadly in the medical literature and selecting evidence that me be applied to your area. For example, if the topic is dosage error, some of the same issues may exist in the literature for medicine and other allied health professions.
5. Research to gather further evidence

- Read further literature to deepen your understanding of the topic.
- Be prepared for you view to alter in light of further evidence.
- Refine your argument /plan in response to your deeper understanding.
6. Refine/confirm /consolidate your argument

Use the deeper understanding of the topic, gained from further reading to refine/confirm and consolidate your argument outline. At this point, you will be fleshing out the key points in your argument.

5. Research to gather further evidence
7. Write several drafts

• Your essay plan will allow you to work on separate sections of your essay.
• Once the sections are written, review the sequencing of paragraphs.
• Check that your argument is logically sequenced.
• Create links between sections/paragraphs so that the essay has an overall cohesion.
• Writing takes time so be prepared to write several drafts.
• As you write, you are consolidating your thinking about your topic and it takes a few steps in the writing process before your ideas are clear to yourself. It takes another step or two to ensure that these ideas are clear to your reader.
• Make sure your critical analysis is evident to your reader.
8. Refine and proof your paper

Identify your strengths and weaknesses to effectively proofread your paper. If you know you tend to write overly long and complicated sentences, or you make certain grammatical mistakes, keep these issues in mind as you read over your paper.

For example

Read to check the content related to the topic
Then read for the overall structure of the essay, noting the flow of the introduction, body paragraphs and conclusion
Read the paper separately to review the paragraphs, ensuring they are about one main topic.
Read each of your sentences to make sure that they are complete and make sense on their own.
Read the paper again separately to check the referencing in text and in the reference list.
9. Re-check you have fulfilled requirements and submit paper

- Check the contents of your essay to see that you have covered all the requirements for the topic.
- Check the marking scheme to ensure that you have appropriately weighted your efforts.
- Some schools require students to submit essays through Turnitin software-allow sufficient time for your essay to be successfully submitted through this method.
10. Turn it in

Turnitin software was developed by Berkeley University to assess the originality of student writing. It is used in two ways:

- as a learning resource to raise student s’ awareness regarding the originality of their writing
- as plagiarism detection software for electronically submitted assignments

It is a good idea to run an originality check before submitting an assignment even if you are not formally required to do so as a Turnitin originality report can provide important feedback on how well you have synthesised the source material into your essay.

To find out more about how the originality check works visit the website: http://turnitin.com/en_us/products/originalitycheck
Many schools in the Faculty now require students to submit assignments through Turnitin. Directions for submission to can be found at this address: http://www.med.monash.edu.au/epidemiology/downloads/student-instructions-for-turnitin-v2.pdf
If your school does not use Turnitin but you would like to get some informal feedback about the originality of your text, you can submit it to the Turnitin webpage: http://turnitin.com/en_us/products/writecheck-for-students