

TOP 5

Managing Word Count

1	Outline Content <p>Before you start writing, create a detailed outline of your paper to organize your ideas and ensure that you cover all necessary points without unnecessary elaboration.</p>
2	Stay Focused on the Main Points <p>Clearly identify the main arguments or points you want to make in your paper. Follow these key ideas and avoid going off on tangents or including information that does not directly contribute to your thesis or research question.</p>
3	Be Concise and Clear <p>Aim for clarity and conciseness in your writing. Use clear and direct language to convey your ideas without unnecessary filler. Avoid redundant phrases and repetitive information. Replace multi-word expressions with more specific words. Assess the passive and active language. Review your sentences and paragraphs to ensure that each word contributes meaningfully to your message.</p>
4	Edit and Revise <p>After completing your initial draft, go through a thorough editing and revision process. Look for areas where you can condense sentences without losing meaning. Eliminate unnecessary words, phrases, or sentences. Check if words such as <i>of</i>, <i>the</i>, and <i>that</i> are essential. Note the use of adverbs, adjectives, transitions, prepositional phrases. Check for redundancy and tighten up your prose.</p>
5	Prioritize Information <p>If you find that you're exceeding the word count, prioritize the most important information. Focus on presenting your strongest arguments and supporting evidence.</p>