

PROFFESIONAL EXPECTATIONS

We only work with professional writers. The definition of a professional is one who executes her or his instructions fully and quickly. Below is the way to write successfully and profitably for our company. The writing skills that you will learn through your association with our agency will be an enormous benefit to you.

The work which we send out to writers demands full concentration and attention to detail. Our clients maintain high expectations of our production, and we like word to get around that we are the best.

To this end, we use editing software, along with anti-plagiarism check, on many papers that we receive back from our writers. This software uses multiple levels of analysis for grammar, spelling, polish and usage mistakes. We expect all of our writers to send us work that is almost completely free from such mistakes. We need work that proves, with a clear tone and voice, the central idea or thesis of the paper. The work should move along briskly, introducing a new idea, offering a fact or quote to back it up, discussing the idea and the evidence to support it, then concluding that discussion and transitioning into the next idea.

This is not a haphazard process, and to pull it off, we need writers who can write persuasively, but also factually.

It goes without saying that papers should be checked to a professional level with grammar and spell checking software BEFORE sending them to us. We strongly recommend that you wait a few hours before sending us the finished product, especially if you have just concluded a writing session. After a time away from the keyboard, you should read the paper afresh, and any mistakes or awkwardness will jump out at you to fix.

Whatever your method, please send us strongly written, error free documents. Sloppy writers will have their work put through the editor software, which generates an output file of possible mistakes. Writers will need to address these mistakes, line by line, before being finished with the assignment.

WRITING QUALITY AND YOUR TIME

Writers who attempt to do an entire large project in one or two sittings usually end up getting tired and making mistakes, especially at the end of their documents. These mistakes may also occur in the overall organization and coherence of the document. These mistakes lower the quality of our product and negatively impact's your customer retention.

In other words, consistently making mistakes means you will have no satisfied clients, and then no clients of any sort, satisfied or not.

When writers try to compress a huge project with a generous deadline into the last one or two days of work, the result is stress. We require outlines and rough draft updates for two reasons. We need assurance that you understand the project and are working on it. And you need to concentrate and write your document with little or no stress or worry.

Every day is valuable, and we expect our writers to work consistently and thoroughly.

DEADLINES

Deadlines are set by our clients when they order. Sometimes, a paper will have a very short deadline, and we will need our writers to produce 3, 4 or more pages per day. However, under normal circumstances, we expect a constant production rate of 500 words per day.

For all projects, work must be turned into our email address at the rate of 500 words every 24 hours. Five hundred words must be turned in at the end of each day, at minimum. If you cannot turn in five hundred words per day, each and every day, until the assignment is complete, then we need to find somebody who can work more quickly on the project.

The five hundred words per day can be rough draft copy and it is understood that you will make final proofreading changes before last submission.

If a paper is longer than 500 or 750 words, you can turn in a detailed outline or a summary of your research findings instead of a 500 word draft. For example, let's say a 1000 word paper comes in. You accept it, so you need to turn in a 500 word rough draft of the paper within 24 hours. The next day, the full document of 1000 words is due. Alternatively, you could turn in just an outline and list of references within the first 24 hours, but then the next day, the entire 1000 word paper would still be due.

Making outlines will be mandatory for writers who are unable to organize sufficiently on their own. One writer may be required to do outlines for everything over 750 words, while another may only have to do outlines for 1500 word projects. If you choose not to do an outline, and we do not require one of you, then a 500 word draft or start to the paper is still due within 24 hours of our assigning it. The outline option is to give writers an extra day to conceive or plan.

THE NEXT STEP

After you have turned in the completed document, we will check it to make sure that it fulfills the assignment's parameters. We will also check your editing to see if there are any spelling or grammar mistakes. If we see a lot of errors, we will run it through the editing software. Then we will send you an output file from this program with line by line corrections, and we expect these corrections to be done by you SOONER than within 24

hours. For example, if we get the corrections to you to 3 pm, then we would expect you to have them done that night. These are last minute modifications and not new research or writing (unless you have missed something significant in the instructions). We need to finish the papers promptly and efficiently, so that we can get started on the next assignment.

WHEN AM I OFF THE HOOK?

We need our writers to be available to make last minute corrections, if necessary, to their documents. Only the writer with full knowledge of her or his research and sources can comfortably and adequately make changes to the document. We ask that writers who turn in papers in the morning/afternoon/evening set aside time at night to handle edits/revisions. If you are turning a paper in very late at night, then please set aside time in the morning or at latest the afternoon to do the corrections.

If you write us a short note declaring precisely *when* you will be turning in your paper, then we can be on hand in most cases to quickly read it and identify any problems. If you follow this procedure, then we can give you the all clear that we have everything we need from you, our writer and researcher.

A note about revisions: our revision requests will involve grammar and spelling, clarity, organization and adherence to instructions. Proper formatting and citation may also be requested. We will not require you to make revisions that are outside the scope of the assignment.

EXTENTUATING CIRCUMSTANCES

We also understand that sometimes family emergencies, stress and worry can cloud human faculties, like comprehension and composition. If this is the case, PLEASE tell us BEFORE you accept an assignment, turn in a draft, or continue to work on a project that you feel is overwhelming.

If you feel an assignment's parameters (or family and personal issues) will lead you to turn in an underwhelming paper, please tell us. Sometimes we will assign it to somebody else, especially if you are having an emergency. Sometimes, though, we may judge you to be the best person to write on the topic, no matter how arcane, mundane, complex or full of stress. If we tell you to proceed under those circumstances, we are granting a creative license to you to overcome some obstacle in the document's composition. This does not, however, exclude you from the high editing standards we observe at our company.

WRITING WELL IS SIMPLE AND EASY

The very best way to slide past the grammar editor is short, concise sentences. A sentence can contain just a noun and a verb and nothing more. In fact, unclear, adjective and adverb heavy sentences can lead to confusion and mistakes, for example: _

The ghost of cruel winter was only scarcely suggested in the traces of fast melting snow on the ground, but it could still come back whether Groundhog Phil sees his shadow or not.

Besides suffering from ambiguous meaning, this sentence has a subject/object disagreement. Does *it* refer to the ground, or the winter spirit?

This is a horribly confused sentence that involves lots of complex ideas. It presents these ideas clumsily. Many English majors believe that they can write sentences like this and that creativity or verbosity will overcome any grammatical shortcomings. This kind of thinking only works for novels, not term papers. A much better way to write about these ideas is to banish complexity from the organization of the sentences. The ideas are themselves complex, so simplicity in sentence structure is the only way to present them without getting into grammar trouble.

This problem could have been avoided altogether, simply by writing about winter, spring and Phil in two or three sentences instead of one, and using clearer language.

A few fast melting traces of snow on the ground were all that remained of the last winter gale. Groundhog Phil was set to come out of his den, and predict either winter's permanent banishment, or a six week extension to her reign. Winter was just as likely to come back no matter what the animal's pronouncement.

Most ideas in your documents can be conveyed in short, succinct sentences. If you are an average writer, you can avoid triggering the editors' censure by keeping sentences short.

WRITING LOGICALLY AND COMFORTABLY

thesis statements, conclusions

Writers must compose their papers in organized paragraphs with opening and concluding sentences. Each of these 'bookend' sentences must transition into the next paragraph, or be a transition from the preceding paragraph. A thesis statement must be in the introduction of each document. The thesis statement has to list the essential contents of the paragraphs or major parts of the document, in the order in which they occur. For longer papers that

demand you draw conclusions from your research, the thesis statement must also state what the paper will prove.

Sometimes it is best to simply write the introduction and a rough draft of your paper, then go out for coffee, go to the gym and go to sleep. The next day, after re-reading your paper afresh, write your thesis statement. You will often be surprised at your own work, perhaps reconsidering or refining some points. If you've written a good outline, you will not have to move many paragraphs, sources or expositions into more logical places in the document. If you have been sloppy with your outline and organization, you will have to move your paragraphs into an order that makes sense. This sequential order must be agreement with the points as ordered in the thesis statement. As always, strong transition sentences must be woven around every paragraph or new idea.

Gitta has noticed that some writers rush through projects, barely paying attention to organization or coherence. This is the reason why writers are now required to turn in outlines before they start writing a paper for our company.

Your thesis statement can, in some cases, be more than one sentence. This may be necessary if your thesis both sums up essential content *and* offers proof of what that content means. Sometimes a client will need a succinct thesis in a single sentence, which can be challenging.

The conclusion to the document must provide some thoughts of reflection, or outward thinking that relates your narrow topic to the wider world. It must also sum up the contents of the paper. While the introduction and thesis statements should put the most important parts first, in your conclusion, reverse that and go least important to most essential point. Your conclusion should be a crescendo with the last statement being the most important and profound.

A good conclusion could look like this:

Opening sentence that picks up from the last paragraph, then asks a question, or draws a conclusion from the paper.

A few sentences that sum up the points of the paper, with the least significant listed first. The most powerful emotional and logical arguments for your position or analysis should go last, because you are building to a finale. This is where you can truly let your creativity shine.

THE PIE METHOD

The best method for composing strong paragraphs for the body of your essay is called the PIE

method. It goes as follows:

- **P: Point out** a significant idea – each of these ideas that heads a paragraph should be mentioned (at least broadly) in your thesis statement
- **I: Illustrate** with evidence – you can use a quote from a source, or you can paraphrase a source. Your evidence can be a piece of conclusive research, or the opinion of someone who is persuasive. Facts that immediately back up your significant idea are appreciated by teachers. Remember to be specific.
- **E: Explain** how the evidence you offered relates to your significant idea and larger thesis – You should explain, in detail, the precise connection between the fact, study, anecdote or opinion you have referenced, and your overall, unique argument for the document. How does your evidence prove your thesis, or further your argument? You must be exact.

The paragraphs which you write have to have a beginning, middle and an end. The beginning is the topic sentence and a transition sentence from the conclusion of your previous paragraph. The beginning is also when you **point out** the main idea which the paragraph will discuss.

After you **point out** your idea, **illustrate** with evidence to back it up. This is a great place to put a quote, but thoughtful paraphrasing also works. If you use an author's unique idea, then you must cite it in the paper's required format (like APA, MLA, etc.) Once you have presented evidence, **explain** how it relates to the topic sentence of that paragraph. This is when you inform your audience of your unique take on the issue.

As the paragraph ends, your concluding sentence should still be part of the discussion. This sentence moves the discussion to another point, and is very important. It may take some thought to write, and the use of a longer sentence with multiple clauses is possible here. The sentence has to be relevant both to what is above and below it. The writer's greatest chance for creativity is between concluding and opening sentences of consecutive paragraphs. Finding a tandem and a cadence here will keep the reader moving briskly through your paper.

BIBLIOGRAPHIES AND CITATIONS

Bibliographies are mandatory. The bibliography must be in the paper's format, which can be APA, MLA, Chicago or other. If you do not know how to do a bibliography in a format, you must look it up using Google etc.

Writers do not need to put parenthetical citations (those that occur within the body of the

paper) after every use of a cited source, quoted or paraphrased. If you only use one source within the paragraph, then a citation at the end of the paragraph will suffice, even if there are quotes from the source in the beginning of the paragraph. If you have two or more sources within the paragraph, then you must cite within the paragraph itself. The place to do this is at the end of a *group* of sentences which all rely on one source, or at the end of a single sentence, *if* the next sentence draws from another source, or is your own original contribution.

In text citations are necessary, but if overused they are an intrusion into the natural flow of the paper. Easily transitioning papers with crystal clear thesis statements and conclusions gain at least a letter in grading.

FORMAT, FONTS, PUNCTUATION AND SPACING

All documents are to be written in Courier New or Times New Roman 12 pt. Font, unless otherwise noted. Documents will be composed on a word processor that generates .doc files, and all documents must be sent or uploaded in .doc format (which can be made with the wordpad application as well as MS Word or OpenOffice Word. Openoffice is free and does everything MS does, except for having a grammar checker. WordPerfect has a grammar checker).

Documents must be double spaced and have standard margins of one inch. Two spaces should occur between sentences and after each period, not one space. When using quotation marks, the punctuation goes INSIDE the quotes, not outside. "In this example, a comma will be our punctuation," said the professor.

When using a long quote of three lines (about 40 words) or more, you will need to indent half an inch on each side and single space the large block of text. This indented block should be preceded by a COMMA, not a colon, semicolon, or anything else. The set off text should NOT be given quotation marks; having different margin settings is enough to let the reader know that it is a block quote. For example, let's say I am finishing off a thought and transitioning to my big quote:

But when taking into account the baby fur seal's loss of habitat, we must remember Morely's observation,

Petroleum more than anything else contributed to habitat loss, at least on my visits to the Alaska beaches. They were so cute, flopping around, but completely covered in oil. So too unfortunately were the rocks, seashells and riff raff on the seashore- in short, the wet, oily habitat of these creatures, slippery and perilous to frolic upon, as was their habit, now lost to them...(p 171)

Indenting is done in your format menu. When indenting, be sure to indent 0.50 inches on

each side, not 0.05 inches.

In some cases, you will have to use headers or footers. Headers are most commonly used for numbering pages. Footers are often used for footnotes, a necessity in Chicago styled papers. Figure out how to use these features on your word processor.

PLAIGIARISM

We use plagiarism software with three levels of detection, light, medium and heavy. We always use heavy, designed to detect even minute percentages of academic cheating in documents. We are not trying to trip our writers up, we have to protect our clients from detection from turnitin.com and other academic search engines. We trust that our writers will:

*Compose original thoughts or paraphrase original descriptions of source material, while citing that material

*Not use more than two or at most three words in the same order from any source

*Attribute credit to the source, either by in text citation, footnoting and/or bibliography

If we find plagiarism, we will ask the writer to fix it, either by rewriting the essential ideas or quoting the passage. However, we do not like to spend time relaying back to writers the text results of stolen passages. Writers who persist in 'accidentally' plagiarizing the work of others will be required to purchase and use the anti plagiarism software themselves, in order to continue working for us. Writers to plagiarize deliberately will be terminated.