

**(Abstract)**

Self Financing Course titled 'Certificate Course on Academic Writing -Theory and Practice' under the Department of Library and Information Science, Thavakkara Campus- Course Structure and Syllabus - implemented -Orders issued

---

**ACADEMIC C SECTION**

Acad/C4/18995/2019

Dated: 23.08.2023

---

- Read:-1.Detailed Proposal for the Self Financing Course 'Certificate Course on Technical Writing' submitted by the HoD, Dept. of Library and Information Science dated 13.03.2023
2. Minutes of the Meeting of the Syndicate held on 28.04.2023 (Resolution No. 2023.217)
- 3.Orders of the Vice Chancellor in file of even No. dated 15.05.2023
- 4.Minutes of the Combined meeting of the Standing Committee of the Syndicate on School of Distance Education, and Course, Research, Library & Publication, the Controller of Examination, and Heads of University Teaching Departments held on 17.05.2023.
- 5.Letter from HoD, Dept.of Library and Information Sciences dated 04.07.2023 along with the revised proposal.
6. Department council Minutes submitted by the Head, vide e-mail dtd.16.08.2023.

**ORDER**

1. As per paper read (1) above, the Head, Department of Library and Information Science submitted a detailed proposal for starting an online Self-Financing Course entitled 'Certificate Course on Technical Writing' during the academic year 2023-24 under the Department of Library and Information Science, Thavakkara Campus .
- 2.The Syndicate held on 28.04.2023 Vide paper read (2) above considered the above mentioned proposal submitted by the Head, Department of Library and Information Science and resolved to grant permission for the same and further resolved to discuss the title of the programme with the Vice Chancellor.
- 3.The Vice Chancellor vide Paper read (3) above authorized the Internal Quality Assurance Cell (IQAC) to discuss the title of the Course 'Certificate Course on Technical Writing' with the Head, Dept. of Library and Information Science.
- 4.Accordingly the Head, discussed the title of the above course with IQAC Coordinator in the Combined meeting of the Standing Committee of the Syndicate on School of Distance Education, and Course, Research, Library & Publication, the Controller of Examination, and Heads of University Teaching Departments and the meeting decided to **change the title of the course as "Certificate Course on Technical Writing" to "Certificate Course on Academic Writing-Theory and Practice"**.
- 5.The Head, Dept. of Library and Information Science, Vide paper read(5) above submitted a **revised proposal of "Certificate Course on Academic Writing-Theory and Practice" with a strength 25-30 students and 60 hours duration**.
- 6.Considering the above, the Vice Chancellor has approved the revised proposal submitted by the HoD, Dept. of Library and Information Sciences with the new title "Certificate Course on Academic Writing-Theory and Practice".
- 7.The Course Structure and Syllabus of Self-Financing Course 'Certificate Course on Academic Writing-Theory and Practice' implemented in the Dept. of Library & Information Science during the academic year 2023-24 are appended and uploaded in the University website([www.kannuruniversity.ac.in](http://www.kannuruniversity.ac.in))
- 8.Orders are issued accordingly

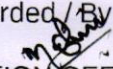
Sd/-

**Sajesh Kottambrath**  
**Assistant Registrar1**  
For REGISTRAR

To: The Head Department of Library and Information Science, Thavakkara Campus.

- Copy To: 1. The Examination Branch (through PA to CE).  
2. PS to VC / PA to PVC / PA to R  
3. DR / AR 1/AR II (Acad)  
4. Web Manager(for uploading in the Website)  
5. SF / DF /FC

Forwarded / By Order

  
SECTION OFFICER



## SYLLABUS

### AIM:

To develop academic writing skills among postgraduate and research students.

### OBJECTIVES:

1. To provide various concepts in academic writing including types and principles, and to familiarize with mechanics of writing such as copy editing and proof reading.
2. To discuss common problems in academic writing including language, grammar, punctuation and structure of sentences, page designs, footnotes and end notes.
3. To familiarize the formats of different kinds of documents such as books, journal articles, conference papers, academic reports, research reports, dissertations and theses etc.
4. To introduce different types of software used for academic writing such as Page Maker, etc. for document preparation, Mendeley, etc. for Reference Management and *Ourginal* for *Plagiarism checking*.
5. To use different software for solving common problems in academic writing including language, grammar, punctuation and structure of sentences, page designs, footnotes and end notes, plagiarism, etc.
6. To give hands on training on preparing different kinds of documents such as journal articles, conference papers, academic reports, research reports, CV, etc.
7. To give hands on training on different types of software used for academic writing such as MS Word, MS Excel, MS Power Point, Grammarly, Mendeley, Ourginal etc.

### **MODULE 1: ACADEMIC WRITING**

Definition- Overview-Purposes-Types-Characteristics - Functions

Planning- Drafting- Editing-Finishing -Producing a Document

Use of Editorial Tools – Dictionaries- Style Manuals (APA, MLA & Chicago Manual of Style) - Standards-specifications

### **MODULE 2: MECHANICS OF ACADEMIC WRITING**

Common Problems in Spelling – Grammar- Usage and Punctuation- Semantics -Diction- Sentence, Structure, Readability and Aberrations

Designing Pages- Elements of Page Design - Basic Design Guidelines- Defining, Describing, and Providing Set of Instructions – Including Footnotes and End notes- Summarizing

Developing a Style Sheet - Using Visual aids - Tables- Line Graphs - Bar Graphs - Pie Charts- Charts-Illustrations

### **MODULE 3: STRUCTURE AND FORMAT OF DOCUMENTS**

Journal Articles- Seminar/ Conference Papers - Review Articles

Academic Reports -Research Proposals- Monographs

Dissertations-Theses

#### **MODULE 4: SOFTWARE PACKAGES FOR ACADEMIC WRITING**

Software for Document Preparation- Page Maker/Indesign - MS-Office – RoboHelp – Grammarly- LaTeX

Software for Reference Management - Mendeley- EndNote - Zotero

Software for *Plagiarism Checking- Ourginal, Turnitin- Dupli Checker*

#### **MODULE 5: SOFTWARE FOR PREPARING DOCUMENTS**

**Ms Word/Google doc** – Typing – Spelling Check – Grammar Checking – Sentence Drop Cap – Water Mark – Tables And Shapes – Paragraphing – Line Spacing – Page Set Up – Creating New Styles – Inserting Images And Formatting, Etc.

**Grammarly** – Grammar Checker – Plagiarism Checker – Citation Generator – Essay Checker – Tone Detector – Style Guide.

**Mendeley**- Installation - Creating Bibliographies- Integration of Word Processor.

**Zotero** - Installation - Creating Bibliographies- Integration of Word Processor.

#### **MODULE 6: SOFTWARE FOR DATA ANALYSIS**

**MS Excel/Google Sheets** – Cell – Columns - Rows – Data Entry – Data Management – Financial Analysis – Charting and Graphing – Formulas.

**SPSS** – Data Creation – Importing Data – Variable Types – Sorting Data – Grouping or Splitting Data – t Test – Chi Square Test.

#### **MODULE 7: SOFTWARE FOR PRESENTATION**

**MS Power Point/ Google Slides** – Create Slide and Manage Presentations - Insert and Format Text, Shapes, and Images - Insert Tables, Charts, Smart Art, and Media -Apply Transitions and Animations. WPS Office Presentation- Create New Slide- Duplicate Slides -Adjust Slide Layout-Apply Slide Layout-Text Layouts- Content Layouts -Other Layouts

#### **MODULE 8: SOFTWARE FOR PLAGIARISM CHECK**

*Ourginal – Use– Plagiarism Checking of Article, Reports, Journal Papers, Dissertations and Thesis- Generate Reports*

*Turnitin- Use– Plagiarism Checking of Article, Reports, Journal Papers, Dissertations and Thesis- Generate Reports*

#### **REFERENCES**

American Psychological Association. Publication manual of the American Psychological Association, 6th ed. Washington DC, The Author, 2010

Anderson, Paul V. Academic communication: A Reader centered approach, 6th ed. Australia: Cengage Learning, 2007.

Chicago Manual of Style: For authors, editors and copywriters, 16th ed. New Delhi: PHI, 2010.

Day, Robert A. and Gastel, Barbara. How to write and publish a scientific paper, 7th ed. Cambridge, UK: Cambridge University Press, 2012.

Gerson, Sharon J. and Gerson, Steven M. Academic writing: Process and product. 3rd ed. New Delhi: Pearson Education, 2000.

Gibaldi, Joseph. MLA Handbook of writers and research papers, ed. 6. New Delhi: Affiliated East West Pvt Ltd, 2004.

Meenakshi Raman and Sangeeta Raman. Academic communication: Principles and practices, 2nd ed. New Delhi: Oxford University Press, 2012.

Satish Shah. Recent developments in academic writing. New Delhi: Arise Publishers, 2010.