

## ORIGINAL RESEARCH PAPERS – WAYS AND MEANS TO HONE THE ART OF WRITING

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### Abstract

Writing is a personal activity but a public service. Writing academic papers is a hard task requiring the vocabulary skill. It involves a high level of language command and a careful scrutiny. Writing an essay is different from that of an Original Research Paper (ORP). Writing ORP is an academic activity that includes a variety of sources to support the point of writing. It becomes a troublesome one if the preparation and expertise on the topic are insufficient. An essay simply reveals the knowledge and perception of the writer who simply supports or opposes the arguments on the topic. In ORP, sources play a vital role and they form a part of course work. Personal interpretation and arguments ought to be based on works of different authors through their books, articles and theses. The writer has to evaluate and synthesize the works taken from the sources. The students at college level are expected to write at least one research paper before they graduate. It can be a daunting one if they have not done it before. This paper has been penned to aim at providing a lead to the research aspirants and others in finding ways to enhance their skills in writing ORPs by developing the vocabulary pertaining to the academic writing.

**Keywords:** Topic, Tools, Sources, Strategy, Activities, Writer's Block, Procedures, Methodology, Writing Instructions.

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### Introduction

Writing a research paper is a frightening process for many beginners. One of the stumbling blocks is about how to start writing a paper. Writing Original Research Paper has to present the ideas earned through the information or data collected from various sources. The way the materials are gathered will open up avenues to make up-to-date findings and judgments in terms of original interpretations. It is nothing but a process of interaction between the data collected in

the form of materials from primary sources and secondary sources, and the ideas the researchers develop themselves. Ideas make the researchers go for new materials, evaluate them and discover the links between the data collected from the sources, and eventually arrive at a final and rigid conclusion. The researchers have to get acquainted with the collection of materials and arrangement of them in libraries in order to expand their thoughts on the subject. There are lot of information retrieval systems such as Library Classification System (LCS), computerized card catalogues, CD-ROM data bases, periodical indexes and abstracts, etc. that prompt the researchers how and where the information is stored – on shelves or microfilm reels. The manner and method how the research is being progressed will update the researchers the relevance and utility of the sources. Most of the researchers do not have an idea about how to access a library. Small libraries may have more number of materials and the librarians may have various techniques for filing documents and helping people find them. Not all the libraries follow a common information storage and retrieval system. Reading orientation handbooks and pamphlets before browsing will help a lot. Librarians will be the trouble shooters with solutions and suggestions if they are approached appropriately.

A research paper is completely different from a paper written on a topic though they belong to non-fiction category in broader sense. Topic papers are usually written based on course readings and discussion. They are expected to make use of those sources. Research papers need the researchers to pick a topic to be engaged in independent research relying upon the sources from library or online. Writing of papers needs deep reading – course readings - that helps one to understand in and out of course materials.

### **Purpose of Writing**

The main purpose of the paper writing is to communicate to the world. People will not use anything if they do not know about it. Writing with muddled thoughts will pave way for muddled writing. Writing something good is a matter of joy.

### **Goals of Writing**

The main goal is to communicate ideas and experiments and to persuade others of the methods and approaches chosen. The experiments and results must be described honestly so as to allow others to reproduce the same.

### Reaching Audience

The ORP should reach the potential audience who may be experts in the area chosen belonging to academic and industrial row. The paper should be clearer and more self-contained.

### Editing

Editing implies 90 percent of writing. Unnecessary words should be deleted and complex sentences need to be broken. Sentences should be arranged for clarity and smooth flow. Active voice of the sentences is preferred to passive voice because it gives clearer and more direct meaning.

### Research Tools

Research tools can be broadly classified into two categories namely Base and Tools.

To acquaint fresh researchers with the precise idea of analysis, the base parameters ought to be dealt with DIP, the acronym stands for

- Data : It includes raw facts and figures.
- Information : Here the data is converted into facts and figures
- Procedures : They include a series of actions conducted in a certain order.

The mechanism deployed for the purpose of survey or data collection is labeled as tools which include AVDIO, a specially designed device.

- Audio Aids : They help to get information through rhythm and rhyme.  
(Announcements in Public Transport System)
- Visual Aids : They provide information through visually appealing images.  
(Billboards and signposts)
- Dictionaries : They are used for learning and reviewing new words to enhance vocabulary.
- Idioms : They are learning composed form of words likely to be memorized with ease.
- Online resources : They provide help to learn through video and audio tutorials like Wikipedia, ProQuest, Newsstand, Yammer Writing Tools, Hemingway App, Grammarly, etc.

### **Thesis Statement**

Whether or not the ORP involves empirical research, thesis statement becomes an essential thing. This statement enables the researcher to have a strong grasp of what others say about the topic and to make the ideas more concrete. The statement indicates not only the main argument of the paper that persuades the readers that something needs to be cared but also the quality being debatable, specific and concise.

### **Research Topic**

Focus should be on the specific angle of the topic by spending adequate time on it before deciding how to explore. It has to be considered whether or not an access is possible to all the resources to carry on the topic with primary and secondary sources. It depends on the genuine interest in learning the things. The topic should be a matter of interest that challenges the writer the most. The attitude of the writer towards the topic has to be well-determined with effort and enthusiasm. Focus has to be on a limited aspect that too needs to be narrowed down. The uncertainty in the topic, if any, should be clarified with the supervisor before getting into the work of writing. A discussion with the guide/supervisor about the cognition of the topic is always preferable. The topic must be a question to be answered from many angles. Most importantly, they should be manageable and free from using technicalities. Meticulousness coupled with devotion is the key to proceed with the topic.

### **Appraisal of Source**

The researcher has to check the bases of the source, steadfastness of the data and significance of the information. The progression of writing can be carried out confidently if the sources are trustworthy and pertinent.

### **Research Strategy**

It is a pivotal one for research. It needs to be checked whether sources are easily available or they need a special process to access. It is always essential to get in touch with a reference point. In this regard, the librarian is a responsible person helping clients to find books and other materials in a library. The data should be organized well and an outline should be drawn as a fundamental step.

### *Organizing data in sequential order with documentation*

- The information gathered should be noted down on flash cards.
- The materials have to be arranged on the basis of priority.
- The notes can be taken for writing.

### *Writing an Outline*

- Topic: It should describe why it is taken. It should be aptly and subtly substantiated.
- Purpose: Reason for the study should be clearly mentioned.
- Significance: Implication of background materials is discussed to convince the readers.

### **Literature Review**

By and large, a literature review is a whole digest of the earlier studies on a topic. The literature review explores erudite articles, books, and additional sources appropriate to a particular area of research. The review is to specify, illustrate, review, impartially assess and clarify this past studies. Literature review explores how the concepts are defined and constructed. It describes the relevance of major theories being taken to explain the issues. If the study is an empirical one, it will overview the methodology of findings and help to identify the gap in the area of research.

### **Oganisational Plan**

A standard research paper is expected to have 3000 words (in 10 pages, roughly). The length depends on the methodology, type of the research, research audience, and purpose of the research.

As a general rule of thumb, a typical A4 page having 1-inch margins on all four sides and is typed single spaced in 12 point font with standard spacing elements will have approximately 500 words, 350 to 375 words if typed with 1.5 space between lines and 250 words if it is double spaced between lines.

### **Presentation and Format**

The ORP should be in a perfect way not to mislead, disappoint or annoy the readers by being a shoddy paper. The mind of the writers, who happen to be the researchers, is revealed through the way they write. They should show some pride in what they do by taking time to make it

captivate the readers. The writer feels privileged when someone goes through the paper and finds it is well formatted with the following elements:

- A separate title page is used to include the name of author, affiliation and email ID. ORCID, if any, can also be given.
- It should be typed in plain black text using Times New Roman 12 point with double space between lines with margins of one inch or 2.5 cm on all the four sides.
- Quotes over three lines long should be single-spaced and indented half an inch on the left margin.
- Page numbers should be done by figuring out in MS Word.
- References should be on a new page.
- The pages of the full paper should be clean, dry and wrinkle-free.

### **Title**

Title should be in a way to be summarized in 5 to 12 words. It has to be as short as possible to encourage readers. The title is the topic that describes the method, the sample and the result. There should be at least three keywords enabling the whole content move around. The title should be a statement and not something raising a question. It should not be a complete sentence but a short and declarative summary of the paper.

### **Author(s)**

The ORP should have the name(s) of author(s) which may vary depending upon the journals. Generally, there may be five authors. It may go up to ten in case of journals indexed in Scopus, Science Citation Index (SCI) and Web of Science. The first author is one who formulates the paper with comparatively much contribution to the work regarding designing the study, acquiring and analyzing data from experiments, and writing the paper. The name of supervisor is essential in the ORP. The role of the supervisor is to lead and direct scholars throughout their research ensuring the compliance of research quality and the structure of the research besides observing the key policies and procedures relating to research supervision as per guidelines.

### **Abstract**

The content of the full paper should be summed up in a paragraph about 250 to 300 words. The points should be sequentially arranged serving the overall purpose of the study and the criterion

taken for study and the way it is analyzed. The design of basic study and the major findings from the core analysis should lead to the findings established as a result of the study. The prime aim of the abstract is to encourage the readers to go through the paper interestingly.

### **Keywords**

Keywords are the words or phrases that suggest what the topic is about. They play an important part in paper writing because it has been in practice that the information can be retrieved electronically by using the keywords. They function as an identifier. Hence, they should be specific and reflect the essence of the paper.

### **Introduction**

The topic should be introduced gently with apt background and motivation. The justification has to be given how it is different from others with the overview and contributions. It should describe how the paper is structured with details and summary of approaches. The purpose and motive of writing the paper should be clear inferring the results.

### **Body**

Body of the paper consists of methodological way of discussion. The evidences collected should be arranged in a way to persuade the readers for argument. The logical organization of the paper should be divided into various sections with headings and sub headings. The experiments and demonstrations can be given to justify the main point.

### **Findings/Results**

The result of the study is based on the findings through testing and analysis. It should be reported properly by applying methodologies. The results are supposed to state the findings and interpretations without any bias and prejudice. The results and findings should be arranged cohesively and logically.

### **Justification on Findings/Results**

The right context has to be provided and explained as why the readers should care the result. Rework on results needs to be avoided. Positive aspects should be emphasized and exaggeration of the facts should be shunned. Justification should be looking forward to future aspects. Scope for future work should also be provided by stating clearly the domain of open questions in the

area of research. The doors for further review and research should be highlighted with the creation of excitement.

### **The Overall Tone**

The tone and tenor of the research paper is based on the topic of discussion. It could be argumentative or persuasive in style with compelling evidence; expository while explaining matters; analytical when dealing with the data analysis.

### **Limitations of the Study**

Limitations should also be discussed as a part of the paper. They represent weaknesses within a research area or design that influences outcomes and conclusions of the study. Limitations may be due to improper representation of the data and to control it, insufficient time to deal with or difficulty in data analysis. The aim of the limitations has to be stressed so well that the findings or the results brought in the study ensure the readers not to overemphasize or minimize them.

### **Conclusion**

Writing the concluding section of the paper can be difficult. The paragraph should be clear to sum up what have been presented in the paper without redundancy. It should be effective to add an impact to the points argued. It is intended to help the readers, after they finish reading, understand why the research topic should be a matter of concern to them. Conclusion should not be simply the summing up of the matters discussed or a restatement of the problems in terms of the topic of research but a fusion of key points discussed throughout the paper. The writer should feel proud of the way it is presented and it has made others have thoughts over it.

### **References**

It is a section of writing the ORP that indicates a diminutive written taxonomy of previously published works which are used as a source for a text or study. Extra care has to be paid to citing references particularly the old ones. The rule of thumb is to go back at most two to three years. The quality of work cited should be confirmed. The work cited in the running text of the paper must be listed in the references section or it amounts to violate the rule of writing a research paper. There should be more considerable number of citations in the introduction and discussion sections than in other parts. Those citations can be summarized as Review of Literature that helps to find the gap utilized for writing the ORP. There can be not less than 50 references for an

ideal paper. The citation format may be anything as per the requirement of the journals such as MLA, APA or Chicago Manual of Style.

### **Parameters of Writing**

Every writer involving in research is bound to submit an excellent paper for publication purpose. The piece of writing is the medium that conveys the strenuous work to the readers. The writing style creates a holistic picture of your contribution towards the topic and area chosen for writing. The following is the list of Do's and Don'ts to utter significance of a research paper.

#### **The “Dos”**

1. Attempt to write in a clear and plain style. If necessary, throw out your Thesaurus! Readers are more.
2. Use common terms in casual way.
3. Try to impress the readers by the quality of ideas than the use of multi-syllabic terms.
4. Use jargon pertaining to the field and area when they are appropriate.
5. Use active voice so that the verbs should work for you.
6. Use direct, clear and complete sentences.
7. Vary the length and construction of sentences so that the readers do not get tired when they read lengthy sentences with multiple clauses.
8. Use tenses in a consistent manner. Present tense is most universal in academic papers. Past tense is used to narrate events and in reference to experiments done in the past.
9. Avoid redundancy throughout the paper.
10. Avoid writing very short paragraphs.
11. Refer to the latest recommended methodology for using numerals.
12. Maintain consistency in font size, grammar, structure of sentences and style of writing,
13. Seek the support of someone to read the paper before you start processing it. The writers get implicated in their own ideas and the help of the coauthor or an outside reader to provide feedback, suggestion, and correction if needed.

#### **The Don'ts**

1. Do not use flowery or extravagant use of language.
2. Do not use Future tense is unless it is required to the context.

3. Do not use first and second person pronouns (I, my, mine, me, you, your, yours). Exceptionally, the use of first person singular or plural may be used in reflection papers, ethnographic studies, etc. The second person pronoun should never be used.
4. Do not use complex and compound sentences unless they are warranted.
5. Do not use colons (:) and semi-colons (;) after the headings or sub-headings.
6. Do not start the sentences with coordinating conjunctions like “And”, “But”, etc. and dangling modifiers like “having finished”, “having said”, etc
7. Do not use demonstratives.
8. Do not use imperative sentences.
9. Do not use contractions.
10. Do not use archaic terms.
11. Do not use the terms “Thus”, “must”, etc.
12. Do not use slang.
13. Don't use clichés.
14. Do not use vague sentences.
15. Do not use qualifiers as they make your paper sound irresolute and timid.
16. Do not use “scholarly” phrases like In this paper, under this head, in conclusion, etc.

### Checklist

- ✓ The title, name(s) of author(s) and affiliations with email IDs are given as per norms.
- ✓ The paper is properly formatted with all the headings and sub-headings.
- ✓ The ideas are communicated clearly and precisely.
- ✓ The ideas and the methods are appropriately highlighted.
- ✓ The topic of writing is justified with definite reasons.
- ✓ The accuracy and correctness of the data presented are verified.
- ✓ The literature research is trustworthy and the most up-to-date.
- ✓ Research findings are provided with concrete evidences and arguments.
- ✓ The works cited in the paper are properly placed in the references section.
- ✓ The paper is not an incomplete one and does not exceed the word limit.
- ✓ The methodology has been absolutely followed.
- ✓ No reference source is taken from Wikipedia.

- ✓ The paper has been proofread at least three times.

### Post Writing Activity - Final Draft

- **Check overall Organization of the Paper:** There should be a rational flow of introduction, logic and depth of discussion in body, an efficacy of conclusion.
- **Concerns at Paragraph Level:** There should be a theme and the topic sentences formed around in a sequence of ideas within paragraphs. The descriptions have to be aptly used to shore up generality with sentences summarizing the points in appropriate places. Transition of points and ideas must be used within and between paragraphs.
- **Concerns at Sentence Level:** Care should be taken in the structure of sentences, choice of words, punctuation and spelling.
- **Documentation:** Consistency must be maintained throughout the scheme of writing of the paper. Citation of all resources must be considered to be common knowledge. Appropriate use of endnotes or footnotes and accuracy of list of works cited must be focused.
- **Plagiarism:** The similarity should not exceed 10 percent by all means.

### Overcoming Writer's Block

Writer's block is a state which is chiefly associated with writing. The author loses the capability to construct new work or gain experiences by facing a slowdown in writing creatively. This is not a result of the problems with commitment in writing or the lack of writing skills. It is a phenomenon experienced by them as they feel they have an overwhelming feeling of being stuck in the process of writing without the ability to move forward and write anything new. The following are the points to suggest how the writer's block can be overcome.

- ✓ It should be taken as a common thing.
- ✓ Own style of writing should be followed.
- ✓ Writing should be treated as a routine work
- ✓ Writing should be as if one is explaining something to someone.
- ✓ The paper should be started with the idea of ending it nicely.
- ✓ The paper written should be edited in multiple times.
- ✓ Productive time and space should be found and availed.

- ✓ Distractions should be avoided.
- ✓ The task of writing should be broken into simple work to be carried.
- ✓ The outline should be drawn first strongly before getting into the details.
- ✓ Writing research paper should be enjoyed just like writing a personal letter.

### **Conclusion**

Many researchers feel writing an ORP is a hardcore task taking a long time. They feel it is a laborious task because of so many components and subcomponents getting involved. Starting with a paper itself makes them feel overwhelmed task. There is yet another reason why they are allergic to writing is that their impression about themselves as not good at writing. In fact, once the knack of writing is tasted, the writers feel pleasure doing it. It is a bit extra of writing assignments that need extra concentration and attentiveness. Even before completing the papers, the writers may have the apprehensions about the feedback about their writing which ultimately make them hate doing that. Original Research Papers show others how the writer has really understood matters and methodology. If the paper is written in an organized way, it will throw light on others for examining the data gathered and placed. Hence, the ORPs are important for the development of academic recognition besides attaining mastery in writing skills. It makes other learn the technique how a concept is taken, planned, structured, presented, discussed and concluded.

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