

# The Writing Process

Kate Egerton, PhD

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Graduate Writing Center

Naval Postgraduate School

# Learning Tools



### Learning Tools

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### Learning Tools

On this site you'll find information to optimize your learning environment, develop strategies for graduate-level success, and manage personal challenges that affect learning and mission completion. Many resources are self-help while others are made available through NPS program officers, faculty members, Office of the Dean of Students, GWC, and Dudley Knox Library. *Faculty and staff are committed to protecting your privacy.*

[NPS Contacts](#)



[Key Self-Help Resources](#)



- ✓ Each learner is **different**
- ✓ You are probably not the **same student** you were before

# Expert writers:

- ✓ Embrace the **writing process**
- ✓ **Practice** writing early and often
- ✓ Write to **learn** before writing to **explain**



**NAVAL  
POSTGRADUATE  
SCHOOL**

**MONTEREY, CALIFORNIA**

**THESIS**

**1. Invent**

**2. Draft**

**3. Revise**

**4. Edit**

**5. Finalize**

Writing to **learn**

Writing to **explain**

Ready to **deliver**

- ✓ **Start** before you are really ready
- ✓ **Stop** before you are really done
- ✓ **Repeat**

—Robert Boice

# Invent

Draft

Revise

Edit

Finalize

Writing to **learn**

Writing to **explain**

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Finalize

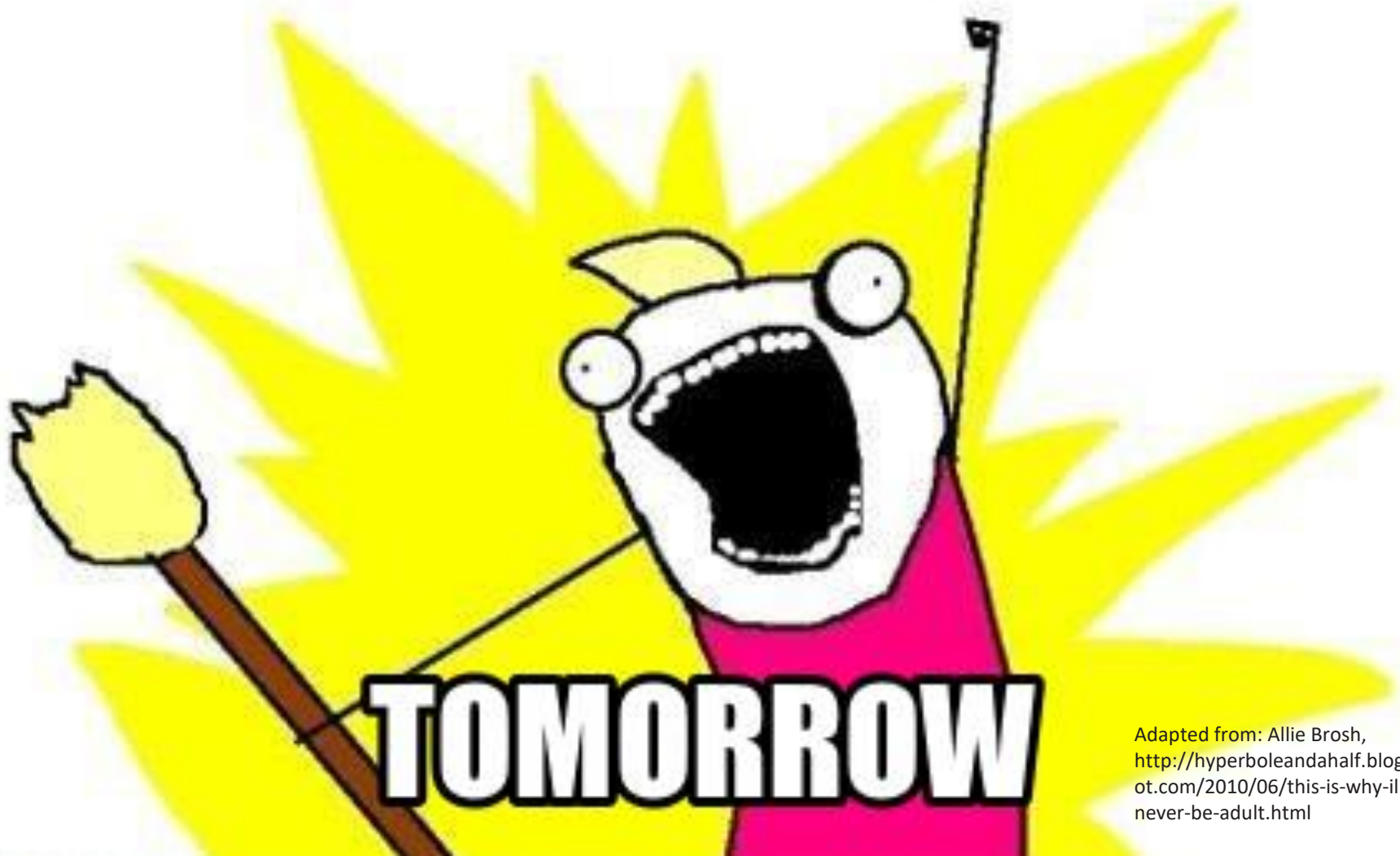
Ready to **deliver**



**Perfectionism** is the voice of the oppressor, the enemy of the people. It will keep you cramped and insane your whole life, and it is the **main obstacle between you and a shitty first draft.**

–Anne Lamott

# DO ALL THE THINGS



# TOMORROW

Adapted from: Allie Brosh,  
<http://hyperboleandahalf.blogspot.com/2010/06/this-is-why-ill-never-be-adult.html>



100623-N-1688B-064 NORFOLK (June 23, 2010) Command Master Chief Keith Mahaffey, assigned to the guided-missile cruiser USS Monterey (CG 61), participates in the commissioning of the Navy Operational Fitness and Fueling System (NOFFS). NOFFS is the Navy's new physical fitness program that is designed to give an all around workout while reducing physical training injuries. (U.S. Navy photo by Mass Communication Specialist 2nd Class Matthew Bookwalter/Released)

Invent  
**Draft**

Revise

Edit

Finalize

Writing to **learn**

Writing to **explain**

Ready to **deliver**

- ✓ When you **draft**, try starting somewhere in the **middle**
- ✓ Choose something you already understand that your reader **needs to know**
- ✓ **Cite** as you go, **keeping track** of which words, ideas, and data belong to whom
- ✓ If you get stuck, **skip** to another subtopic within your project and **start** another paragraph.



**Invent**

**Draft**

**Revise**

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Writing to **learn**

Writing to **explain**

Ready to **deliver**

- ✓ Highlight (or write, if it's missing) each paragraph's **topic sentence**
- ✓ Quickly outline your draft and **audition changes**
- ✓ Fill **gaps** and kill **repetition**
- ✓ **Revise your thesis** and place it front and center—what have you proven?
- ✓ Now write (or revise) the **introduction** that sets up that thesis *and* a “so what, here's why” **conclusion**



**Invent**

**Draft**

**Revise**

**Edit**

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Writing to **learn**

Writing to **explain**

Ready to **deliver**

- ✓ Take **time** away from your text
- ✓ Create **distance** between your text and your brain by reading sentences **out loud** and, perhaps, **out of order**
- ✓ Can you find the **subject** and **verb** of every sentence? And do they agree?
- ✓ Are you punctuating **consistently**?
- ✓ Did you spell everyone's **name** correctly each time?
- ✓ NOW use **spell & grammar** check

**Invent**

**Draft**

**Revise**

**Edit**

**Finalize**

Writing to **learn**

Writing to **explain**

Ready to **deliver**

- ✓ Find and follow your **format**
- ✓ Check **name spellings** ONE MORE TIME
- ✓ Perfect **citations and references** according to your chosen style (don't mix and match)
- ✓ Deliver through the **proper channels**
- ✓ Keep **archive copies** of all work

# Need help with citation form? **Dudley Knox Library's Citation Guide** has you covered!

[NPS Dudley Knox Library](#) / [Research Guides](#) / [Citation Guide](#) / [Home](#)

## Citation Guide

Learn how to cite articles, books, reports, theses, government documents, etc. using citation styles like APA, Chicago, IEEE, and more

- [Home](#)
- [APA](#)
- [Chicago Author-Date](#)
- [Chicago Notes & Bibliography / Turabian](#)
- [IEEE](#)
- [INFORMS](#)
- [Other Styles](#)
- [FAQ & Support](#)

## Citation Styles by Department or Program

Each of the following departments has a required or preferred citation style for theses, dissertations, capstone project reports, and final project reports. If you do not see your department or program listed, check with your thesis advisor **before** the thesis proposal stage to determine the style best suited to your academic field.

| Department or Program                           | Citation Style  |
|---|---|
| Acquisition Research Program                    | APA   |
| Center for Homeland Defense and Security (CHDS) | Turabian (Notes & Bibliography)   |
| Cyber Systems and Operations (CSO/MACO)         | IEEE preferred, but any recognized style will be accepted                           |
| Defense Analysis (DA)                           | Chicago (Notes & Bibliography) preferred, but any recognized style will be accepted |
| Electrical and Computer Engineering (ECE)       | IEEE  |

## Expert Personalized Advice



- Drop-in hours: Mon–Fri, 1000–1400
- [By appointment](#)



- Drop-in hours in the GWC: Mon & Thu, 1500–1600
- Processors are also available Mon–Fri, 1200 to 1500, Library Rm. 111

The **GWC** is here for you

Use our **workshops, coaching sessions, and online resources**

Build writing habits now that will support you through your **thesis** and beyond

