

# IntelliWriter

Improve Your Writing in Six Easy Steps!

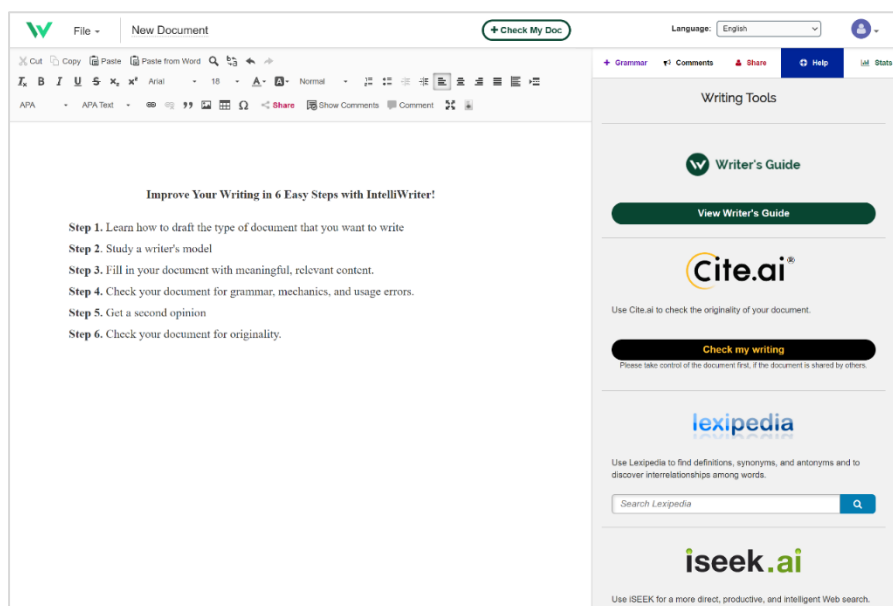
## Table of Contents

Step One: Learn How to Draft the Type of Document you Want to Write .....	2
Step Two: View Writing Instructions and Study a Writer's Model .....	2
Review the Document Type Description and Revision Tips .....	3
Writing Tips .....	3
Review the Writer's Model .....	4
Writer's Revision Checklist.....	4
Step Three: Fill Your Document with Meaningful Content .....	5
lexipedia .....	5
iseek.ai .....	5
Step Four: Check Your Document for Mechanics, Grammar, and Usage Errors .....	6
Spelling and Grammar in Multiple Languages .....	6
Step Five: Get a Second Opinion on Your Document .....	7
Step Five continued .....	7
Step 6: Cite.ai – Check for Originality .....	9
IntelliWriter Customer Care.....	9

## Step One: Learn How to Draft the Type of Document you Want to Write

The first decision you have to make is what type of document you plan to write. This is important because documents often require different writing styles and/or structures. For example, a professional, analytic research paper is very different from a persuasive essay. For help understanding some of the differences among the many types of documents you may write, always use the **Writer's Guide** found in IntelliWriter. In addition, you'll find instructional support covering a variety of topics and citation guides for APA, MLA, CBE/CSE and CMS.

Click the **HELP** tab at the top of the sidebar, scroll down and click on the [Writer's Guide](#). From the sidebar panel, you can select from among the many types of documents in the drop-down menu.



## Step Two: View Writing Instructions and Study a Writer's Model

Always take a few minutes to review the instructions, writer's models, and revision tips in the Writer's Guide. The instructions, broken down into style, content, focus, and organization, greatly simplify the writing process. Writer's models provide comparable examples and annotations explaining the various components of the type of document you are writing.

Once you've completed a draft, the revision tips will help you validate the quality of your writing. Refer to these resources frequently throughout the writing process.

## Review the Document Type Description and Revision Tips

The Writer's Guide provides a detailed description for each document type. The revision tips guide the writer through the writing process from prewriting to revision.



## Writing Tips

### Writing Tips: Research Report

An independent research report does more than simply present data; it demonstrates your comprehension of the concepts behind the data. Merely recording expected and observed results, while critical, is not sufficient. The Discussion (or Conclusion) section is the correct place to make your research report meaningful to readers.

#### Make it relative.

Relate how and why differences between your hypothesis and results.

#### Explain differences.

Give details about how any differences affected your experiment.

#### Demonstrate understanding.

Show your understanding of the principles the experiment was based on.

#### Expect multiple rounds of revision.

Writing an independent research report is usually just the beginning. Expect multiple rounds of revision, starting with your co-authors, colleagues, and other members of your research team, and ending with the journal editor. Actively seek feedback. Do not take editorial comments as criticism. Instead, use them to fill gaps in your logic or weaknesses in your design. Most reviewers of research papers will give you good advice.

### Elements of a Research Report

**IMRAD** is an acronym for the basic standard structure of a scientific paper: **I**ntroduction, **M**ethods, **R**esults, and **D**iscussion. The simplest reports may require only these sections. Because lab reports vary tremendously in length and purpose, they may include other sections as well. It depends on your scientific field and the requirements of your class or organization. Always be sure to find out which parts your instructor or supervisor wants you to include.

#### Title

The Title is a label that tells potential readers what is in the report. Briefly describe exactly what you studied. Use straightforward language and keywords that researchers and Internet search engines will recognize. Most lab reports have a title.

#### Abstract

The Abstract helps the reader judge whether to read the whole report. Abstracts are useful when reports are long or especially complicated. Condense the entire lab report into a brief summary of no more than 200 words. Summarize the purpose, methods, results, and conclusions of your report.

## Review the Writer's Model

A Writer's Model is a sample of actual writing accompanied by commentary. Writer's Models help you see how another person approaches the type of document you have to write. These models can also help you decide what your paper should look like, and the commentaries will describe how each of the essential components was developed.

### See a Model: Research Report

#### Research Report

*This article is reprinted with the permission of the corresponding author and the Society for Endocrinology.*

#### Effect of heparin administration to sheep on the release profiles of circulating activin A and follistatin (Item 1)

Kristin L Jones, David M de Kreiser and David J Phillips

Center for Molecular Reproduction and Endocrinology, Monash Institute of Reproduction and Development, Monash University, Clayton, Victoria 3168, Australia (Requests for offprints should be addressed to D Phillips; Email: david.phillips@med.monash.edu.au) (Item 2)

#### Abstract

Activin A and follistatin are normally present in relatively low amounts in the circulation. Heparin administration elicits a rapid and robust release of these proteins, although this phenomenon is poorly defined (Item 3). In the present studies, the response to heparin administration was evaluated in the plasma of adult ewes in terms of whether it was dose-dependent, could be neutralized, was responsive to multiple stimulation, and the nature of the activin A and follistatin released (Item 4). Activin A and follistatin were rapidly released by heparin in a dose-dependent manner (25, 100 or 250 IU/KG), with differences in the response as judged by peak concentration, timing of the peak and area under the curve. The heparin response could be blocked by pretreatment with protamine; conversely protamine injection alone (2 mg/kg) elicited release of follistatin but not activin A. Repeat administration of heparin at three-hourly intervals resulted in activin and follistatin, but each subsequent stimulation increased and extended the responses, consistent with the saturation of the heparin clearance mechanism. Size exclusion chromatography of plasma

#### Features of a Research Report

The notes below explain more about specific components of this type of document.

**Item 1.** The title is descriptive, to the point, and uses keywords: the name of the drug used as independent variable (heparin), the subject (sheep), the outcome of interest (release profiles), and the names of the molecules studied as dependent variables (activin A and follistatin).

**Item 2.** In this case, the authors are listed alphabetically. Note that the lead author is not the contact person, and no conflicts of interest have been identified.

#### Abstract

**Item 3.** This portion of the Abstract, which identifies the background for this study, is condensed from the Introduction.

**Item 4.** This part of the Abstract briefly describes the Methods.

**Item 5.** The bulk of this Abstract

## Writer's Revision Checklist

The revision checklist enables you to accurately self-assess and revise your writing.

### Revision Checklist: Research Report

#### Focus/Purpose

Does all of the detail and support you offer relate to your stated Research Question and Objectives?

- Check each point and detail you include against your Research Question and Objectives. Is it clear how they follow from or support your overall purpose and direction?
- Include sources that contribute to your hypothesis, or to the history of research leading up to your research. Be brief when providing sources that do not directly help the reader understand your study. Omit sources that only tangentially relate to your study. Include these in Further Reading.
- Omit arguments and details that do not directly relate to your Objectives. This does not mean that you should not include findings that are counter to your hypothesis — determine the difference between relevant counter-evidence and irrelevant detail.

#### Development/Elaboration

Have you named all the Authors of your paper and provided pertinent information about them?

- List everyone responsible for the intellectual content of the paper.
- Give the first name, middle initial, and last name of each, with their academic degree.
- List author affiliations and disclose any conflicts of interest.
- Provide contact information.
- Identify your funding sources and other providers of material help.

Does your Abstract emphasize a summary of the Results and Discussion?

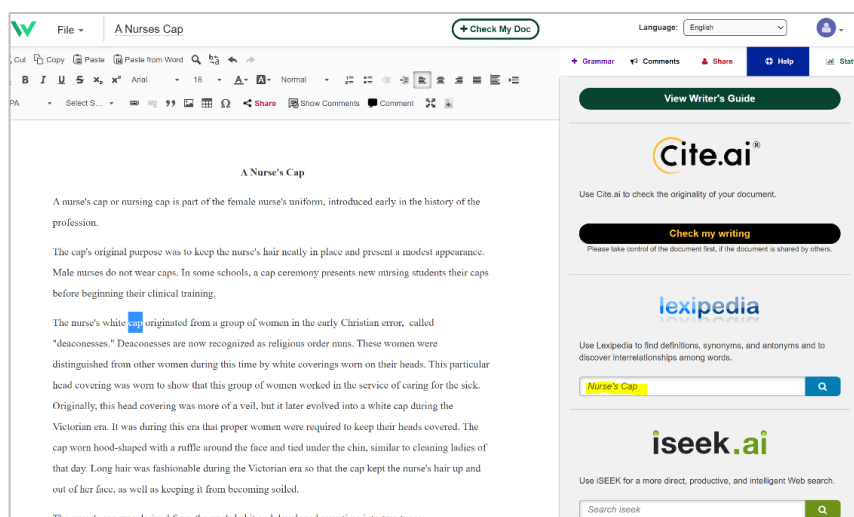
## Step Three: Fill Your Document with Meaningful Content

Now that you know more about the document you need to write and have seen a model, you can begin to draft your document. Don't focus on the formatting or grammar just yet as you start to write. Just write. Keep your ideas flowing and try to get as much information written as possible. You can trim it later, but for now, write!

If you need help finding information related to your topic or more effective word choices, click the **HELP** tab in the sidebar panel. There you'll find the research tools **lexipedia** and **iseek.ai**.

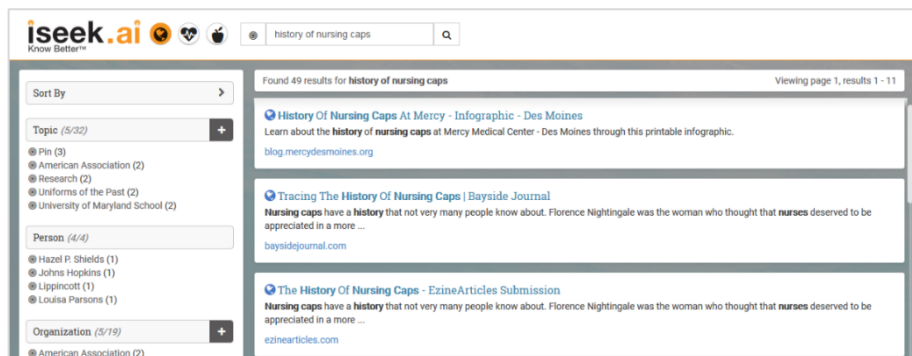
### lexipedia

Enter a *word* in the **lexipedia** search box to find definitions, synonyms, antonyms, and more. The results of your search will display in the panel. Click on any result to launch a new webpage with more information and suggestions.



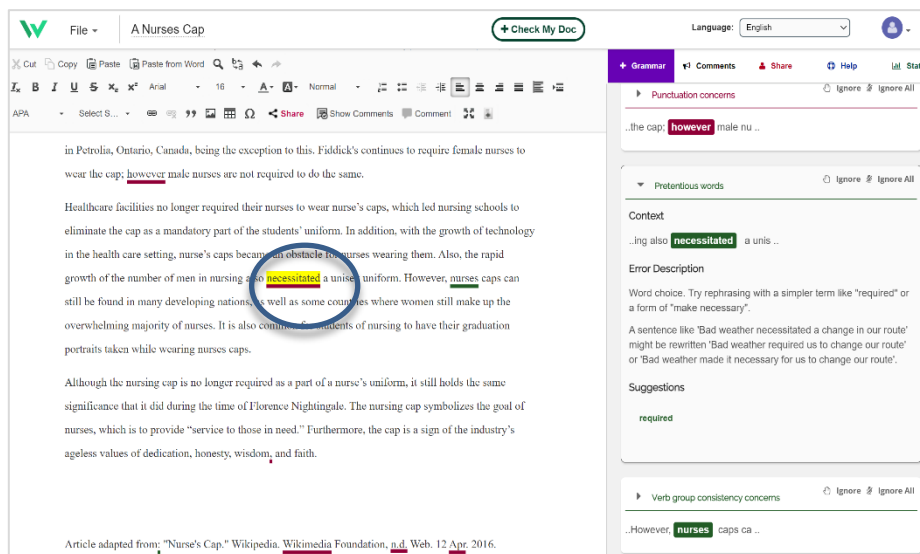
### iseek.ai

Enter a *term or phrase* in the **iseek**™ search box to find the web resources needed for your document. The results of your search will display in the sidebar panel. Click on any result to launch a new webpage with more comprehensive information. isee parses search requests to understand better what the writer is looking for and then returns more relevant results, greatly reducing the amount of time the writer has to research.



## Step Four: Check Your Document for Mechanics, Grammar, and Usage Errors

Once you're comfortable with the content in your document, it is time to make sure your writing adheres to the rules of Standard English. First, click the **GRAMMAR** tab in the sidebar panel, and then click the **+Check My Doc** button to run a check of your document. A summary of errors/concerns will appear in the sidebar:



- **Basic Check:** In this category, you will find mechanical errors, such as spelling, punctuation, and capitalization. These are often considered the most important errors to correct because they affect the most essential components of writing—words and sentences. **Address these errors first!**
- **Grammar and Usage:** In this category, you will find grammar errors. These errors are related to how you have chosen or arranged words within your sentences. **Address these errors second!**
- **Style Choice:** In this category, you will find specific style errors. These errors are often a matter of personal writing style, and you may decide not to make any of these suggested changes. **Address these errors last.**

Clicking the error in the sidebar will highlight it in your document and display an informative pop-up. A grammar checker works best when you run it, make changes, rerun it, make changes again, etc. Each time you make a minor improvement to your writing, the grammar checker will improve its accuracy. The worst way to use a grammar checker is to run a check once and think you're done!

## Spelling and Grammar in Multiple Languages

IntelliWriter provides feedback on spelling and grammar in 9 languages: English, English (United Kingdom), Chinese (Traditional), Chinese (Simplified), French, German, Japanese, Korean, and Spanish.

To switch to a specific language, select from the language drop-down. You'll then receive feedback in your native language. *Note:* The roll-overs for the icons in the document center header will also convert to your native language.

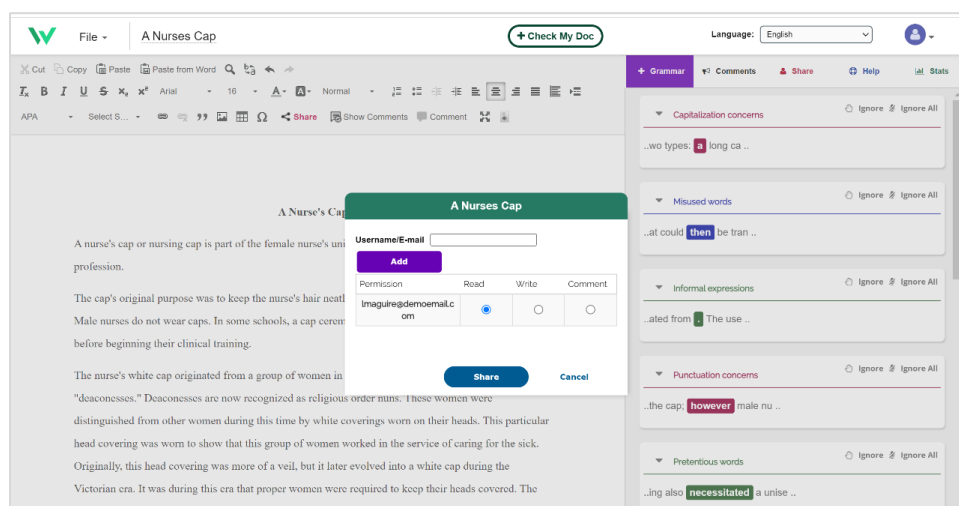
## Step Five: Get a Second Opinion on Your Document

For most writers, it can be challenging to make an objective evaluation of their writing. The longer we spend writing our document and the more we like what we've written, the harder it is for us to *answer, "How good is it objectively?"*

One tried, and true method writers use to "hear" their words objectively is to read the document aloud. Seriously! Find a quiet place and read your work slowly and out loud. Hearing your words will make you think differently about your writing.

You may also consider collaborating with a trusted friend or instructor who can provide additional feedback. There are two ways you can do this in **IntelliWriter**.

1. To send a copy of your document via email, click on **FILE**, select EMAIL document, and follow the directions. The recipient will receive a copy of your document attached to an email.
2. To share your writing with another IntelliWriter user and allow this user to add comments directly to your writing, begin by clicking on the **SHARE** icon. Then, follow the directions provided. Comments received regarding your writing will appear in the sidebar panel.



## Step Five continued

By clicking on the **STATS** tab in the side panel, you can quickly review your general writing performance against a variety of metrics.

Our advanced Artificial Intelligence (AI) and linguistic technologies determine these statistics. You can think of these stats as an additional "second opinion" regarding your document. Our AI engine doesn't know what you're writing or why you're writing, but it will provide general insight into the quality of your writing compared to other documents like yours.



The overall stats provide a "holistic" view of your writing. However, the domain stats look more closely at specific aspects of your writing.

- **Focus:** How well your document remains focused on its main idea.
- **Development:** How thoroughly you develop your ideas; it does NOT consider whether the information you are writing is correct or incorrect, true or untrue.
- **Organization:** How well your ideas are tied together, including the opening and closing of your document and the transitions you use throughout the document.
- **Style:** The diversity of your word choice and sentence variety.
- Additional statistics include:
  - Number of words
  - Number of sentences
  - Average words per sentence
  - Kincaid Grade Level Readability Index

Writing performance feedback is displayed as a graphic color-coded "range."

- **Green** Competent writing performance
- **Yellow** Adequate writing performance
- **Red** Limited writing performance

Clicking on the drop-down arrow next to each domain/trait will display additional instructional feedback to help the writer improve.

The screenshot displays the IntelliWriter web application. The main editor shows a document titled "A Nurse's Cap" with the following text:

A nurse's cap or nursing cap is part of the female nurse's uniform, (introduced early in the history of the profession.

The cap's original purpose was to keep the nurse's hair neatly in place and present a modest appearance. Male nurses do not wear caps. In some schools, a cap ceremony presents new nursing students their caps before beginning their clinical training.

The nurse's white cap originated from a group of women in the early Christian era, called "deaconesses." Deaconesses are now recognized as religious order nuns. These women were distinguished from other women during this time by white coverings worn on their heads. This particular head covering was worn to show that this group of women worked in the service of caring for the sick. Originally, this head covering was more of a veil, but it later evolved into a white cap during the Victorian era. It was during this era that proper women were required to keep their heads covered. The cap worn hood-shaped with a ruffle around the face and tied under the chin, similar to cleaning ladies of that day. Long hair was fashionable during the Victorian era so that the cap kept the nurse's hair up and out of her face, as well as keeping it from becoming soiled.

The nursing cap was derived from the man's habit and developed over time into two types:

- a long cap, that covers much of the nurse's hair, and
- a short cap, that sits on top of the nurse's hair (common in North America and the United Kingdom).

The nursing cap was originally used by Florence Nightingale in the 1800s.

Different styles of caps were used to depict the seniority of the nurse, the taller and longer the more senior the nurse. The nursing cap is a nearly universally recognized symbol of nursing. It allows patients to quickly identify a nurse in the hospital from other members of the health team.

Some claim the cap is a potential carrier of bacteria and other disease-causing pathogens that could then be transmitted from patient to patient. However, such incidents can be prevented when infection control procedures are followed.

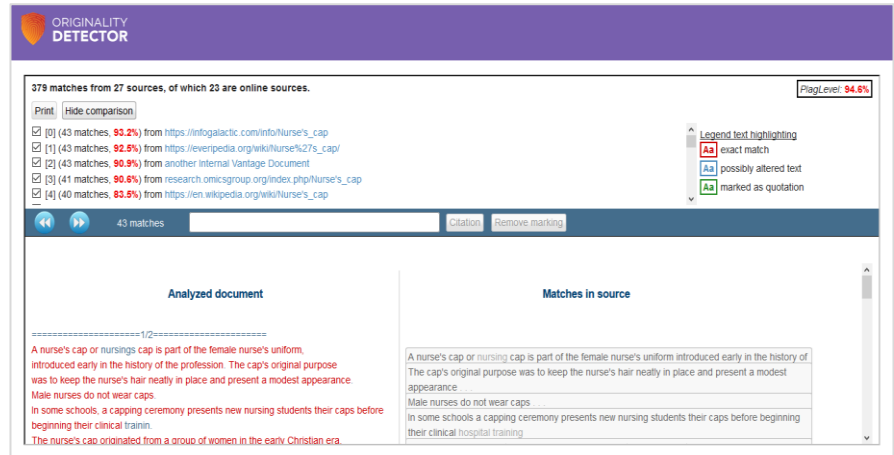
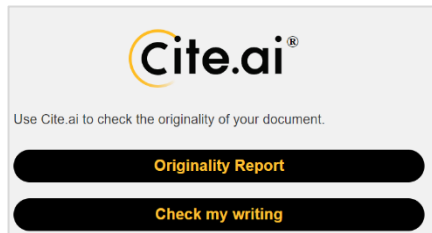
Standardized Caps per School

The analysis sidebar on the right shows the following results:

Analysis	
Overall	Green
Focus	Green
Development	Green
Organization	Green
Style	Green
Performance	
Words	745
Sentences	47
Words / Sentence	15.9
Kincaid Level	9.5

## Step 6: Cite.ai – Check for Originality

The process of weaving others' ideas into one's own is challenging, not to mention a critical step on the path to higher levels of education. That's where Cite.ai comes in. Cite.ai will scour the Web and our proprietary database of essays to alert you to text that should be cited. The IntelliWriter platform will then provide you with a detailed Originality Report.



## IntelliWriter Customer Care

1. Email us: [support-intelliwriter@vantage.com](mailto:support-intelliwriter@vantage.com)
2. Phone us: 1.855.783.8356
3. Complete and submit the following [IntelliWriter Support](#)