

University Resources

- Visit the **Norman J. Ott Writing Center** in the Raynor Memorial Library to receive assistance on all kinds of writing projects. Open Monday-Friday 9:00 am-5:00 pm. Some evening and weekend hours may be offered, pending tutoring availability. Call to confirm or schedule an appointment for evenings and weekends at (414) 288-5542.
- The Writing Center web site, <http://www.marquette.edu/writingcenter>, also has important information and useful links to other writing resources.
- Writing takes many different forms and is used many different ways at a university. Marquette's Writing Across the Curriculum web site, <http://www.marquette.edu/wac/>, has collected discipline-specific writing tips for students. Designed with the traditional student in mind, it may provide assistance in writing in particular academic areas based on surveys of faculty expectations. The site also includes "quick tips" for students, a checklist for preparing academic papers, grammar resources, how to avoid plagiarism, detailed information on citation formats, and tips for using inclusive, gender neutral language.



Marquette University Libraries:

- **Writing: Style & Citation Guides**, <http://www.marquette.edu/library/sites/writing.html>
Links to various web sites that provide a step-by-step guide to researching and writing a paper, tips on finding information on the Internet and the library, online writer's guides, search aids, and more!
- **RefWorks**, <http://www.marquette.edu/library/refworks>, a web-based bibliography and database manager that enables all researchers to create their own bibliographies. Users can quickly organize and create a personal bibliography database from hundreds of electronic sources and catalogs from other libraries. RefWorks can also format papers and bibliographies according to specific styles, including APA, MLA, and Chicago.



Raynor Memorial Library

Norman H. Ott Memorial
Writing Center
Room 240

"Knowledge is of two kinds. We know a subject ourselves, or we know where we can find information upon it."

— Samuel Johnson

**From the
College of
Professional Studies**

Attention! Attention!

**Writing Assistance is
Available for Adult
Learners!**



Be The Difference.

Writing Resources

There are many services available to all of our adult learners here at the University. But as you probably already know, the English language and the written word can be a challenge to each one of us. Even if you are a gifted writer, it is always beneficial to have someone take a look at your paper as there is always an opportunity for improvement.

There is nothing wrong of shameful in seeking assistance. There are many writing resources and services to help you meet your specific academic needs. Please take advantage of the College and University resources available to you. Most of these services are **free!**

You are an important component in the College of Professional Studies. These individuals and departments want to help you to achieve success throughout your academic pursuits here at Marquette. Please contact your academic advisor or other University representative if you require additional assistance.

College of Professional Studies

Steven Smith has been an Instructional Assistant with the College since 1995. His area of expertise is in writing, and he is available to our students who are challenged by the mechanics of writing.

Steven can assist you in the following areas:

- *Sentence Structure*
- *Grammar Usage*
- *Topic Sentences*
- *Number and Tense Agreement*
- *Transitions*
- *Citing sources in MLA and/or APA formats*
- *General follow through of ideas*



Steven's assistance is free – And his services can be utilized for students writing papers in **any course**, not just literature and composition classes! Steven will be able to assist you with the mechanics and structure, not on the content of your papers.

You can leave a message for Steven at (mobile) **(414) 840-5549 24 hours a day, 7 days a week, from September through July.** He checks his messages regularly. Send your draft paper with your name and a brief explanation of desired feedback and/or upcoming deadlines. **No need to ask for permission**—just e-mail your papers to

Steven at stevensmith@marquette.edu. He should be able to respond to you with **feedback within 48 hours.** **PLEASE provide a telephone number** for Steven to contact you in case he has any questions or if any technological problems arise. **Steven also has a fax machine at his working residence!** Fax drafts of your work to **(414) 935-9443.** To meet your designated deadlines, please plan ahead! Last-minute requests cannot be accommodated.

Steven also encourages direct contact via telephone or in-person to establish a more solid connection and to discuss alternative measures. He has **office hours on Saturdays** in the 4th Floor College Office in the 707 Building from **10:00 a.m.–3:00 p.m.** On call meetings external to his regular office hours are not available.

“Although I am a professional editor by trade, it always helps to have an ‘extra eye’ when writing papers. Steven Smith is a great resource for our College because he is a careful editor who also has excellent critical thinking skills. He improved my paper tremendously. I will definitely be using him again...He is an excellent resource for anyone who needs or wants feedback before handing in a project.”

~ Ron Smith, CPS Student



Also take advantage of an upcoming **Writing workshop** to help you brush up on some basics. Workshops are offered in August and February, pending enrollment. Visit our web site, http://www.marquette.edu/cps/events_info_sessions/ or contact the College Office for a registration form and sign up today!