

Guidelines for Authors

Essays must be written in a clear and logical manner in order for the reader to grasp and be convinced of the writer's points. There must be an Introduction, Body and Conclusion. At least three points must be presented in the body of the essay.

Word limit: 3000 words.

1. Introduction

The introductory paragraph must include the thesis statement. This statement must inform the readers of the topic to be discussed, your views on the topic, as well as a preview to the main points for discussion.

2. Body

The body must provide evidence for your main points. It should comprise of an effective topic sentence which lets the readers what the paragraph will detail. The topic sentence must contain ONE idea. Following, this topic sentence should be evidence that strongly supports the topic sentence (supporting sentences). The sentences must provide reasons, facts, examples and explanations in order to vividly illustrate the point being made.

Example of a topic sentence: Students are more engaged in the Zoom classroom when lecturers employ the use of breakout rooms which aid in fostering discussion sessions.

Weak Evidence: In the face-to-face mode, students were attentive and engaged in lectures. The evidence provided strays from the main idea presented in the topic sentence.

Strong Evidence: In a comparative study conducted with the students of XXX0001 whose lecturer utilised breakout rooms in the Zoom classroom, and ZZZ0002 whose lecturer did not do the same, it was observed that the students of the former were more engaged in the sessions and had higher attendance.

The evidence is linked to the topic sentence and provides facts.

3. Conclusion

The concluding paragraph reiterates the main points of the essay and provides a clear and concise summary of the evidence presented. No new information should be introduced.

4. Noteworthy information

- Be sure to use phrases, linking sentences as well as transitional words to aid in guiding your thoughts, and to provide a smooth flow from one idea/main point in one paragraph to another idea/main point in the next. Transitional words include secondly, consequently, furthermore, for instance, moreover, however, additionally, etc.
- Use British English in your submission (e.g., analyse instead of analyze).
- Hyphens should be used as opposed to en dashes.
- The use of acronyms should be avoided unless they are common worldwide. For instance, GGMC should be expounded, while it is not necessary for WHO.
- If applicable, the scientific names of any plant and/or animal species included must be spelled and written correctly.
- Spell out numbers between one and ten (e.g. three instead of 3), and use Arabic numerals beyond ten (e.g. 13 instead of thirteen).
- Do not include references, acknowledgements, or other supplementary notes at the end of your essay.

In terms of formatting:

1. All text must be typed using the Candara font 12 font size; and
2. The document must be justified with 1.5 spacing, and 1 inch margins.

Submission

The Essay must be submitted as a Microsoft Word document to jare.fees@uog.edu.gy. An acknowledgement of receipt will be sent following the submission of the Essay.