

## **ESSAY TIPS & GUIDELINES:**

### **Study Objective:**

The **study/research objective** description that you provide is a highly important part of your application. It helps the reader better understand your proposed study goals. You should take great care to write a clear and very detailed description of the program you want to pursue.

- Be specific about your degree objective, major field and specialized interests within this field.
- Explain why you are interested in this area.
- Describe the kind of program you expect to undertake.
  - How does this fit into your educational background?
  - How does this fit into your future objectives and goals?
  - If you prefer a program that focuses on theoretical vs. practical application or technical vs. policy, include this as well.
- How are your research interests relevant to current trends/challenges in your home country?
- How will you apply your studies upon returning to your home country?
- References to proposed universities or faculty should not be made.
- The essay should be at least one page and no longer than two pages.
- Please use your own words and avoid plagiarism. If you are planning to use someone else's works or research, you must credit the source at all times.

### **Personal Statement:**

The **personal statement** is a narrative statement in which you give the reader more insight into you as an individual and your future contributions. It should include information about your education, practical experience, special interests, career plans, and your purpose in applying for study.

- Explain who you are, what is important to you and what you intend to accomplish in your life.
  - Demonstrate your unique qualifications for your chosen field.
  - Discuss experiences, people, and events that inspired you to pursue this field of study.
  - Demonstrate your commitment to your field of study.
    - What kind of contribution do you want to make?
    - What do you intend to do with your degree?
- The essay should be at least one page and no longer than two pages.
- Please use your own words and avoid plagiarism. If you are planning to use someone else's works or research, you must credit the source at all times.

\*\* As IIE will be applying to multiple schools on your behalf, the study objective and personal statement essays should not reference names of specific schools you hope to attend.

### **Writing Sample:**

The **writing sample** should always be related to your field of study and ideally within the area of specialization you are applying for. The sample should be 10-20 pages in length including cover page and bibliography.

- The WS should be a sample of your best work to enhance your application:
  - i) It should be well written and show a good grasp of English.
  - ii) It should reflect your analytical thinking ability.
  - iii) It should show your grasp of the complexity of the topic.
- The WS can be a published work or an original writing sample.
  - iv) If it is a published work you should be the lead author of the article.
  - v) If a published work it should be from a peer reviewed publication.

- vi) If it is an original writing sample a chapter from a thesis or a senior project paper is ideal.
- Pay attention to the writing style.
- vii) Different fields of study may expect you to be familiar with the recommended writing style, these are:
  - (1) Humanities, Liberal Arts, Fine Arts – MLA style
  - (2) Social Sciences, Education, Biological & Earth Sciences, Business, Linguistics, Anthropology – APA style
  - (3) Sciences – CSE (Formerly CBE)
  - (4) Others – Chicago Manual of Style

## **Plagiarism**

### **What is Plagiarism?**

Plagiarism is using someone else's words, ideas, or research as your own without crediting the source.

### **How to Avoid Plagiarism**

- **Cite** – Citations should be included whenever referencing another individual's work, whether paraphrasing or quoting.
  - Citations usually include the author(s) and the date of the publication or similar information.
  - Quote citations usually include the author(s) and the page number, or paragraph number in the case of web content.
  - A reference page or page of works cited at the end of your essay should include the author(s), date of publication, title, and source.
- To cite correctly, follow a commonly used document formatting guide, such as [APA](#), [MLA](#) or [Chicago](#). Not citing properly can lead to an allegation of plagiarism.
- **Paraphrase** - Read the source text you would like to reference in your essay and put it into your own words, making sure not to copy the work verbatim. If you use text as written in the original, you must use quotation marks. Citations for paraphrased work must be included.
- **Quoting** - If quoting a source, use the quote exactly as it appears in the original work. It is important to note that most higher education institutions discourage "block quotes" or quotes of 40 words or more. Quoting should be done whenever using someone else's text as written and must be cited to avoid plagiarism allegations.

### **What is Common Knowledge?**

You do not need to cite a source for material considered common knowledge. Note that common knowledge can change depending on your culture and geographic location. If you are ever in doubt, always cite the source.

**General common knowledge** is factual information that most people know or can easily find in a number of sources. This can include birth and death dates of well-known figures, and generally accepted dates of political, literary, and other historical events.

**Field-specific common knowledge** is "common" only within a particular field or specialty. It may include facts, theories, or methods that are familiar to readers within that discipline.

### **Resources**

- [APA Style Guide](#)
- [MLA Style Guide](#)
- [The Chicago Manual of Style](#)
- [Bib Me - Citation Guides](#)

- [Cite This For Me](#)