List of suggestions for good writing:

1. Place the most important part of the sentence at the front.
   Ex. I am applying for the ‘Associate editor’ job advertised in……
   Rather than ‘I have found a job advertisement and I am applying for it..’

2. Avoid using more than one ‘and’ in a given sentence.

3. Employ strong usage, ‘I will be graduating…. Rather than ‘I expect to graduate..’

4. Each sentence should not exceed 2 lines (~25 words).

5. Maintain sentence clarity! Long, convoluted sentences are difficult to comprehend.

6. Do not start with ‘Fig. 1’ shows etc., keep it at the end or middle of the sentence.

7. Define acronyms the first time they appear in the text.

8. Use numbers when referring to figures, tables or citations. All these should be sequentially numbered and they should appear in that order, in the text and the document.

9. Some conceptual errors.

10. Always use the third person.

11. Use past tense for the most part. However, use present tense for facts that are true now, as well as in the future. Well established facts, for example, can be in the present tense. (Sun rises in the east).