

## **LEAD Academic Writing Guidelines**

This page is designed to answer common questions about LEAD writing policies.

### **Scheduling Policies**

- You have to be present for a review for us to help you. Appointments can be in person at the LEAD office or online using Zoom.
- Email us your document and any supporting material (rubrics, etc.) at least 24 hours in advance of your appointment.
- In order to give you enough time to revise your paper post-review with us, sessions for short documents (5 pages or less) should be scheduled at least 24 hours ahead of a paper's deadline. Longer papers need to be submitted at least 2 days in advance. Anything over 10 pages should be submitted at least a week ahead.
- An example schedule would look like this:
  - You have a 5-page essay due Friday at 3pm. You must attend a session before 3pm on Thursday and you must email your document to the counselor by 3pm on Wednesday.

### **Editing Policies**

- LEAD's goal is to develop strong, independent writers. We will work with you to facilitate that development. The idea is for you to need us less and less over time.
- Consequently, have specific questions or areas of concern in mind so the session can be focused on getting the most out of it.
- We are happy to discuss grammar if you have questions about it. It is not our goal to identify and correct all errors. Instead we will talk with you about identifying patterns of error and how to address those patterns.
- LEAD will assist you in spotting errors, understanding why they are considered errors, and making necessary corrections. We will concentrate on specific issues in the paper, like the effectiveness of the introduction, the organization of the body, or the use of sources. Our intention is for you to be able to finish your paper on your own.