



Hints to Writing a Clinical Paper

Under “review” in Word - click on “Read Aloud” and have Word read your paper to you. It will help you find errors and check the flow of what you have written, if you listen closely.

Word choice and phrasing:

- 1) Do not use first person.
- 2) Avoid words that indicate personal thoughts, emotions, or opinion – such as fear, anger, etc.
- 3) Avoid judgmental terms or words – such as unfortunate, sadly
- 4) Avoid definitive words – use ‘a’ instead of ‘the’ (for example, you would want to say “an assessment,” not “the assessment”)
- 5) Try not to start sentences with “There are” “this is” – reverse the order so that you begin with a subject/verb (for example, instead of “There are many colors in the rainbow” – you would say “The rainbow has many colors”)
- 6) Avoid strong terms like – proved/proven, always, never, required – instead of proved/proven –use demonstrated, showed, illustrated, etc.
- 7) For a research study that you are sharing, use terms such as - investigated, found, reported, etc.
- 8) Check your usage of terms such as – including vs such as, including vs following, that vs which, etc.
- 9) Instead of will or can – use may
- 10) If you provide a factual statement or declaration, then you need research/references to support it, unless it is common knowledge – for example, most tracheostomies occur before age one –this would need a reference.
- 11) Single space after periods (do not use double spacing)
- 12) Avoid plagiarism – you cannot copy from articles, websites, etc. Everything must be your own words unless you quote it and give proper reference.
- 13) Avoid the use of quotes unless it is a specific point that really is better as a quote.
- 14) Keep in mind a “study” cannot do things – the authors or researchers do things (The authors found, investigated, etc). The study can reveal – The study revealed, showed, illustrated...
- 15) Check how you are using references in the body of your paper.
 - a) If a reference is at the beginning - use Smith et al. (2022) (no comma)
 - b) If the reference is at the end of the sentence - then use (Smith et al., 2022)

Punctuation

- 1) Watch use of commas (oxford comma is preferred)
- 2) Check usage of semi-colons - use in complex lists (the apple, which is red; the lemon, which is yellow; and...)

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Hints to Writing a Clinical Paper (Continued)

References

- 1) Look at all the details of your references. Check that the style is for the publication you are writing for. It varies. Here are a few examples to use (copy these exactly as far as formatting goes – italics, commas, ampersand, doi format, etc.):
 - a. Adler, J. & Malone, D. (2012). Early mobilization in the intensive care unit: A systematic review. *Cardiopulmonary Physical Therapy Journal*, 23(1), 5-13.
 - b. Agency for Healthcare Research and Quality, Rockville, MD. Guide to patient and family engagement in hospital quality and safety.
<http://www.ahrq.gov/professionals/systems/hospital/engagingfamilies/index.htm>
 - c. Burkhead, L. M., Sapienza, C. M., & Rosenbek, J. C. (2007). Strength-training exercise in dysphagia rehabilitation: Principles, procedures, and directions for future research. *Dysphagia*, 22(3), 251-265.
<https://doi.org/10.1007/s00455-006-9074-z>
 - d. DeMauro, S. B., D'Agostino, J. A., Bann, C., Bernbaum, J., Gerdes, M., Bell, E. F., Carlo, W.A., D'Angio, C.T., Das, A., Higgins, R., Hintz, S.R., Lupton, A.R., Natarajan, G., Nelin, L., Poindexter, B.B., Sanchez, P.J., Shankaran, S., Stoll, B.J., Truog, W., ... Kirpalani, H. (2014). Developmental outcomes of very preterm infants with tracheostomies. *Journal of Pediatrics*, 164(6), 1303-10.
<https://doi.org/10.1016/j.jpeds.2013.12.014>
 - e. Smith, J. (2022). Using a speaking valve in the hospital. Facility Magazine. Retrieved on 1/4/2022 from <https://www.fakehospital.com> (use retrieved with date if it is a site that regularly published updates to the document or article - usually you will see something like - last updated January 2022 on the site)