How to be a More Confident and Productive Writer

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Introduction

Writing can be a very enjoyable hobby and a very satisfying career, but most writers, both amateur and professional, need some pointers at some time in their writing life to help them out or even just keep the words flowing.

Whether it's to become more productive or to get the creativity flowing and bring the passion back to their writing, the tips in this ebook will help any writer.

To help, the tips have been broken down into a few key areas.

- ✓ Understanding Yourself and Your Writing

- ✓ Improving Your Writing

- ✓ Improving Your Creativity

- ✓ The Practicalities of Writing

- ✓ Managing Your Time

All that remains is to hope that you get the benefit intended from these tips and go on to enjoy your writing even more.

For more great tips and articles on writing and writers, visit Freewritingadvice.com.

If you're looking to earn from your writing either professionally or as a sideline, find out how to [write your way to a passive income](#).

Happy writing!

Understanding Yourself and Your Writing

Every writer is different and you'll find that certain aspects of your day or moods can have a significant impact on your ability to write and your productivity.

One of the first things that you should consider is whether you truly understand yourself as a writer. The tips in this section should provide some food for thought that will help you understand your own motivation, capability and capacity to write.

… understand your own motivation, capability and capacity…

Understand when the right time for you to write is.

One of the first things you should establish is when is the right time of the day or week to write, for you. This will be peculiar to you as everyone is different and will experience different periods of activity and concentration levels at different times of the day.

Many people find that they are more productive, more imaginative or even just more motivated at certain times of the day or week. Examine what goes on in your day and be aware of when these times might be for you. It could be early morning, or it could be late at night but whenever might be your time, you will need to harness your preference and make use of these most productive moments.

This is particularly important for creative writers, but might be less so for article writers or technical writers, for example. For freelance writers, this forms a vital part of your own understanding of your earning potential, efficiency and working discipline.

Understand your own capacity and output.

Understand your own capacity to write and you will be able to better control your own output. Remember, for many people, output and

quality may be dependent upon each other. Increasing the amount you write over a short period can sometimes come at the expense of the quality of your writing.

... you don't want to get to a point where you're sick of writing.

Understanding at what point your quality starts to suffer will help you decide when is the best time to stop writing or just to take a break. After all, you don't want to get to a point where you're sick of writing.

Understand the environment you write best in.

For many people, the place or [the environment in which they write](#) is crucial. The working environment you are in may significantly affect the amount, and quality, of your writing.

Ensure that the environment you choose allows you to concentrate and minimises distractions. If you are heavily distracted, or are in a place that's not conducive to your writing style, you might find writing more difficult and much less enjoyable.

The environment that suits what you're trying to do may change depending upon the type of writing you're doing. For example you may need somewhere quiet and inspiring for creative writing, whereas article writing or freelancing can be more suited to an office-type environment with space to lay out reference material and less conducive to relaxation.

Make sure you set yourself up somewhere you will be comfortable, with as few distractions as possible. Don't get too comfortable though; you still want to write, not sleep!

Set achievable goals.

Although you want to harness your productivity, it is important that you set realistic expectations and achievable goals for yourself.

Expecting to write huge amounts and then not meeting a difficult target will serve only to de-motivate you. If you do want to use targets to spur yourself on, start off with easily achievable ones and gradually increase until you feel stretched but also know the target is still within reach. Before you know it you'll be meeting personal targets you never thought were possible.

Be very wary of having targets placed upon you by other people or customers who do not understand what you do, how you work or whether they are achievable. In many cases, this can be just a transfer of stress from the customer to you as their supplier.

Never be afraid to say no to an unrealistic goal.

Don't try to imitate someone else's style.

Every writer, either consciously or unconsciously, will have their own style. It's fine to admire the writing style of another writer, but trying to imitate that style could be stifling and destroying your own natural style.

Very few writers adopt a conscious style. In most cases, what appears on the page is their own innate internal voice. It's how they hear their own words when they write. Attempting to imitate a style can result in stilted writing that neither the reader nor writer is truly happy with.

> Attempting to imitate a style can result in stilted writing...

To avoid driving yourself crazy, write in whatever style naturally occurs to you. Once you've been writing confidently for some time, you can experiment with changes to your style.

Never give up.

As any writer will tell you, being able to handle rejection is an essential skill that needs to be mastered by every writer.

No matter how good you believe your writing to be or no matter how good you're told your writing is, you will, at some point, be rejected by [publishers or agents](#).

Learning to deal with this rejection while not allowing it to adversely affect your motivation is difficult, but it is also essential.

Your work can be rejected for any number of reasons. It could be that the publisher has a backlog of submissions and is not accepting any more. It could be that the agent specialises in a different genre and is not looking for your kind of manuscript.

Stay positive and whenever you are offered constructive criticism, take it on board and accept the comments. If you are sure that your writing is of a high standard and that there is a market out there for your genre, then there's every reason to believe that it will be picked up at some point by a publisher or agent who is looking for your kind of writing.

Improving Your Writing

Keep reading, reading, reading.

As most professional writers will tell you, reading is one of the best ways of learning how other authors write and what styles they use.

Whether it's by consciously analysing the other writer's work or merely by osmosis as you read, you'll find that reading regularly will help you expand your vocabulary and understand more fully how books and written works are constructed.

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Write every day.

Yes, every day.

Being an active writer and writing every day is helpful in a number of ways. You become more fluid in your writing, finding that the words come more easily. Regular writing, particularly on a single subject will get you 'into the groove' and you'll find that your output increases for each session as you pick up the task more quickly each time you go back to it.

Regular writing can also help you embed some time in your day for writing making it less of a chore and an inconvenience. Writing then becomes a regular part of your day. It's what you do.

Find a subject you care about

Inherent knowledge and enthusiasm for a subject will inevitably shine through in your writing. If you can find a subject that gets you excited or that you're passionate about, writing about it will be so much more enjoyable and will usually result in better quality output.

Try and avoid subjects that disinterest you or that you find boring. This disinterest will show through in your writing. It's not always easy to avoid subjects that you're not familiar with or that bore you, so make sure you use a rigorous editing and revising regime to help you remain objective about your work in such cases.

Inherent knowledge and enthusiasm for a subject will inevitably shine through…

Never proofread work immediately after writing it.

One of the worst things a writer can do when drafting is to attempt to [edit](#) a piece of work immediately after writing it.

If you try to read your own work immediately after writing it, it's unlikely that you will be able to find all the errors and edit your text objectively. Your mind will still be telling you what you think you wrote and what you believe it to mean as you read.

By leaving it for a while, preferably at least a few hours, and doing something else in the intervening period, your mind will 'dump' most of the detail, allowing you to see what you actually wrote more clearly.

Plan the structure of your work.

Take time to [put some structure around whatever you're trying to write](#). Some people can come up with beautifully crafted work without planning, but for the majority of writers, some form of planning and structure helps. For example, divide the piece you're writing into sections and write one sentence on what each section is trying to say or describe. You can then address that particular element and have your sentence there for reference to check whether you're achieving the goal of the section. Once you've drafted all of your sections, you can edit them together to form a finished piece of work.

Watch out for adjectives and adverbs.

Using too many adjectives and adverbs in your writing can result in what's sometimes known as 'purple prose'. You'll have seen it at some time or another no doubt. It's when the writing is lavished with unnecessary and flowery descriptions making the work difficult to read and hard to follow.

In general, you can avoid this effect by being careful about how you use adjectives and adverbs. An exercise that's commonly used to illustrate this point involves going back through a piece of work and removing all of the adjectives and adverbs to see if the writing becomes more direct and punchier or whether it loses something. In general, the outcome is that the writing becomes much more direct and more easily understood.

The ultimate aim is not to completely avoid adjectives and adverbs...

The ultimate aim is not to completely avoid adjectives and adverbs but to use them sparingly and where they add most value to the writing.

Check your spelling, punctuation and grammar.

As part of your editing and proofreading process, it is imperative that spelling, punctuation and grammar is checked and corrected. Few things will undermine the credibility of a writer more quickly than an inability to get the basics right.

Read your work out loud.

A good method to explore while proofreading is reading your work out loud to yourself. This may seem pointless to those who have never done it and felt the effect. It may even make you feel a little self-conscious, but for many writers it is a proven technique that helps them approach what they've written from the reader's perspective. Make sure you're on

your own and in a place where you can be sure you won't be overheard. This will help fight your feeling of self-consciousness.

Give it a try. It's really not as silly as it sounds.

Use the right voice.

One of the most over-used pieces of advice given to writers is to use the active voice instead of the passive voice. Although the advice may be over-used, it doesn't make it any less true. The active voice is much more direct and more word-efficient, allowing your text to flow and bringing the reader along with less effort and significantly more pace.

If you're not sure what is meant by active voice, take a look at Freewritingadvice.com's [language tips page](#) for a fuller description.

Use a title that will draw readers in.

In terms of getting people to read your work, choosing the right title can be one of the most important decisions you make.

The title is the first 'hook' a reader will see and may be the deciding factor around reading or not.

Avoid annoying repetition.

Repetition of words can be annoying and frustrating especially in creative writing. To avoid using the same words over and over, look for other words that will convey the meaning you're after but with subtle differences. This not only avoids

> A thesaurus is a good tool to help with this, so get one and use it mercilessly.

repetition but can bring additional depth to your writing. A thesaurus is a good tool to help with this, so get one and use it mercilessly.

In web copywriting or content writing, it's a different story. The need to ensure adequate use of keywords and key phrases means that repetition is an all too common ailment of website pages. Try to ensure

that any repetitive use of such words or phrases is done in such a way that it makes sense in the context of the writing to avoid it standing out like a sore thumb.

Maintaining Your Creativity

Keep a notebook and pen with you at all times

Good ideas have a tendency to appear when you least expect them. Keeping a notebook and pen near you at all times allows you to capture ideas as they occur to you.

It's not just ideas that you might want to capture though. You may feel that you have phrases or descriptions in your head of the place you're in at any point in time and you can use the notebook to help capture the sounds, smells and sights of wherever you are to help you relive the moment when you come to write.

You will have to train yourself to use it though, especially if you've never operated this way. Just trying to rely on your memory will inevitably see you forget some of the ideas you have and you never know which ones could have turned out to be valuable.

Keep a cuttings library.

Just like the notebook idea, it's useful to keep a cuttings library. Whenever you're reading your daily newspaper or just surfing the web you'll find yourself tripping across articles, news items or pictures that evoke thoughts or ideas for articles of your own or settings, plots and themes for your writing. Keep a copy of the item and stick it into a file or a scrapbook with some notes of what occurred to you at the time.

You never know when that little acorn of thought might sprout into something much larger.

Take a look at [Organising Yourself to Write](#) for more information.

Use a camera to capture the moment

Being a writer doesn't mean you can't use another medium to help you. In conjunction with your notebook and cuttings library keeping pictures can help spur and maintain your creativity.

Digital cameras are everywhere nowadays and usually quite cheap, so why not carry one with you. You can snap away whenever you find yourself in a place or situation that's giving you ideas and you'll have a visual record to look back on.

Being a writer doesn't mean you can't use another medium...

Mobile or cell phones are particularly useful for this, as most come with both still picture and video functions on them nowadays. Create a folder somewhere on your computer or network and have a digital photo and video library to supplement your cuttings library and notebook.

Keep watching people.

Have you ever stopped to just watch people and the world go by? If you have, there's a good chance that it's occurred to you already what good sources of inspiration other people can be.

Whether it's the things they say, the things they do or just their mannerisms and appearance, you'd be surprised how much inspiration you can get just from people-watching. This can be particularly helpful in setting up scenes where people interact or in building the subtle details around a character in a story.

Don't stress about the title before you've even started.

Many would-be authors make the mistake of stressing about the title of their unfinished work while they're writing it. The truth is that during the drafting stages, the title of a work in progress is largely irrelevant. It's far better to leave the title until the work is either completely finished

or almost there. It's much more likely that you'll have some good ideas of what the title could be as you become more intimate with your own storyline, subject or theme.

Apart from the obvious interference in your train of thought that worrying about a title will result in, a publisher or editor is likely to suggest that the title is changed if you're lucky enough to reach the publication stage – so you're anxiety would be for nothing.

...leave the title until the work is either completely finished or almost there.

The Practicalities of Writing

Get yourself a place to write.

Having a place to use for writing where you can sit down and start writing immediately will prove to be of huge benefit to your productivity. If you don't have a space to write in or a desk to sit at, you'll probably find that you waste time getting yourself set up, maybe at the kitchen or dining room tables, for example. In doing this, you've not only lost the time it took to set up, but you will also lose the time it takes to put everything away again when your writing 'window' closes.

Roald Dahl famously wrote in a shed at the bottom of his garden. This was a comfortable space that suited the author and his approach to writing. Find a space somewhere around your home that you can leave set up as your writing space. When you do get a window of opportunity to write, you'll find that you can get straight down to business and your output will benefit.

Organise your work area.

Some may say that an untidy work area is reflective of the work being done, whilst others maintain a clean desk is a sign of a sick mind. No matter what camp you fall into, there's no doubt that organising your work area will help you be more productive and will help you maximise your output in the time available to you for writing.

Getting your work area organised is especially important if you are trying to cram your writing time into short periods available in your day. Being organised will allow you to quickly get started where you left off without trying

Learn about the limitations of spell-checking software.

An automated spell checker can save you huge amounts of time but you must bear in mind its limitations. It's all too easy to believe that

because you've done the spell-check, all of the words will be spelled correctly.

What you've actually checked is that all of the words are recognised by a software dictionary, not whether they've been used in the right place or in the right context. Think about common mistakes you've seen in the usage of 'their' and 'there'. A spell checker does not know if you've used the wrong one. You have to proofread the work to find that out.

You have to proofread the work...

Spell checkers will not make you consistent. You can easily employ different, but allowable, spellings of the same words within a document without upsetting the spell-checker. For example, you could include both 'authorize' and 'authorise' in the same document without attracting a spell-checker error, but this would be a glaring inconsistency in your work.

Keep a set of good quality reference books to hand.

As part of your drive to organise your work area, it helps to have some basic, [good quality reference books](#) to hand. Try making sure that you've got a good dictionary and thesaurus on your desk as a minimum.

While you can use online resources for these, having a hard copy to immediately grab and check, will allow you to carry on without losing too much of your train of thought by having to start an internet session.

It's not just dictionaries and thesauruses that are helpful. Depending upon the type of writing you're doing, you might also get some benefit from a book of quotations or a copy of Who's Who for example. Have a think about what references you use most often and keep them handy at your work area.

Do your research.

Researching your topic is one of the most important parts of the writing process. You don't want your time and skills being undermined by factual inaccuracies or misleading information. Part of the value of your work is in its dependability; the feeling of trust and quality of content that you give your customers and readers.

While the internet is a great place to do research, you should also try and keep some of the more traditional sources of information alive. Try using your local library or hard copy encyclopaedias, as well as traditional media sources such as newspapers. Allied to online research, this provides a good, solid foundation for the facts and information upon which you will build your writing and the confidence of your readership.

Remember, when you are considering a writing task, to factor in time to research the subject. This is especially important for subjects that you are not familiar with.

Understand the risks of researching via the internet.

With more and more writers using the internet as a source of information and facts, it has become imperative to ensure that what you read, use or cite is actually accurate. Few things can be more embarrassing for a writer than being told that the information you've based your writing upon is flawed.

The internet can be a risky place to look for information these days. Despite there being many excellent, authoritative and reliable sites that writers can use with confidence, there is still a large number of sites with little or no credentials whatsoever.

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The writers of many web pages will have no more authoritative sources or knowledge on a subject than you might have, making the quality and accuracy of the content doubtful.

Looking further afield, sites like Wikipedia, while being excellent sources of detail and background information should also, and possibly surprisingly, be treated with a note of caution. While Wikipedia appears to be a very authoritative source and is fast becoming the definitive look-up encyclopedia of the web, it's important to remember how it is produced and maintained. Anyone can edit a page on Wikipedia. You must therefore look to verify anything you read wherever possible.

The internet is a vast source of information and should never be ignored or seen as completely unreliable. Conversely, though, it should never be seen as completely reliable. When researching, restrict yourself to sites that you know are reliable, or are managed and controlled by reliable institutions, such as news media organisations (BBC, CNN, etc), government or academic sites. Of course other sites can also be reliable but where it's imperative that you get your facts right, try getting a trusted offline source to back up your find.

For more information on online researching and the dangers of some sites, read Checking Your Facts on the Internet - the Research Risk.

Do your homework on the agent or publisher

All agents and publishers have their own preferences for submissions. Some like to have the manuscript look and feel a certain way, some like to have e-mail only submissions and some will only accept certain genres of writing.

Find out all you can about the publisher or agent that you're trying to make contact with. Use the commercially available yearbooks, like the Writers' and Artists'

Find out all you can about the publisher or agent...

Yearbook to help you figure out what's right and, more importantly, what's not right, for any particular agent or publisher.

Visit their websites and look for guidelines on submissions including who to submit to, the address and what formats and genres they prefer.

If you're in doubt or are having trouble finding out about submissions, give them a call. The worst that can happen is that you find out they're not interested in receiving a submission from you for whatever reason. While annoying, it will at least save you some work and possibly some postage costs.

Understand plagiarism.

Plagiarism is the scourge of all writers and it's much more of a problem in modern times as a result of the internet. Stealing content and lifting whole sections or pages of writing is now commonplace amongst the less scrupulous members of the internet community and so every writer needs to ensure they understand what plagiarism is and how copyright affects their work and everyone else's.

Read up on plagiarism and make sure that you are producing original work. Stealing another writer's work and passing it off as your own, or even just using another person's work to back up your own can land you in hot water if you're not careful.

Understand copyright.

Copyright laws differ from country to country. Make sure you understand at least the basics of copyright in your country and in any country with which you do business.

For example, you'll hear the term 'fair use' being bandied around. Fair use is a concept that allows you to use elements or excerpts of another person's work provided it's not an

> **Make sure you understand at least the basics of copyright…**

attempt at wholesale reproduction of the work and that it supports your own work in some way.

This may seem really vague. That's because it is, and the law is open to wide interpretation. Fair use is only applicable in certain countries, so don't be fooled by someone who advises you that fair use could apply. Find out for yourself and get expert advice if necessary.

Write yourself a style guide and stick to it.

It's easy to lose productive time correcting errors and inconsistencies during the editing process. While editing is an important part of the writer's process and should never be missed out, it can be made easier.

A [style guide](#) is a means of documenting your approach as a writer to certain elements of writing style that need to be consistent. Style guides are generally associated with certain types of writing like technical writing, commercial or business writing, journalism and web copywriting. In each of these cases, there is a need to ensure that the writing style is consistent and so guidelines are usually published to allow more than one author to contribute while ensuring that the finished piece does not necessarily carry the personal style of the writer but that of the publication, company or website associated with the writing. For publications or companies with a large number of contributing authors, a style guide is essential if the finished publication is to be coherent and consistent.

Many creative writers don't see the need for a style guide, believing that the ability to follow a standard English writing style should be an innate quality for any writer. While to a certain extent this could be argued to be true, a style guide provides a means of documenting basic rules or features of your writing that will allow you to ensure consistency in your written output.

But what's wrong with a creative writer using their own style guide? Well, nothing. Can you imagine how much time it might save in

proofreading and correction if a creative writer knows that they've followed a set style from the outset in certain areas?

For any writer, but particularly for the freelance writer, a style guide is an invaluable tool. Freelance writers should continually develop style guides for each customer or publication type that they work with. It is important that, as a freelancer, you can demonstrate an ability to follow a prescribed style, but equally that you can learn and record what your customers prefer from their comments. This will help increase your customers' satisfaction in the long term and will help place you as the supplier of choice for written material or assignments.

...a style guide is an invaluable tool.

Managing Your Time

Getting the time to sit down and write can be harder than writing itself. Here are some great [time management tips](#) to help you conquer your day and make time to get some writing knocked out.

Make a list!

One of the simplest and most powerful tools you can use to help organise yourself and use your time more effectively, is a list.

This can be as simple as sitting down with a pen and a piece of paper and writing down all the things that you need to get done. Once you have a list, it's a fairly easy job to make the high priority items stand out so they get done first in the time available.

If you're feeling particularly low and unproductive, make your first item 'Make a list' so you can cross it off as soon as your list is complete and that's it, you're started.

One simple tip to help with using a list is to set aside the last ten minutes of each working day to make a new list for the following day. Having your list already on your desk when you sit down to work will allow you to get started on productive tasks much more quickly.

Divide your day into time slots.

Think about what you do in a day and what you feel you need to get done. Ask yourself what the things are that stop you writing during your day. Remember the list you just made?

Divide your day into a timetable like the ones you had at school and allocate jobs, tasks, chores, whatever you want to call them, to each of the time slots or periods.

…a timetable like the ones you had at school…

Remember we said before that you should recognise what time of the day suits you best for writing? As far as is possible then, allocate some of this time of your day to your writing and make sure that the other things you need to do are allocated to the other time slots. Don't double book your writing slot. You need to have nothing else to focus on if you're to actually get any benefit from dividing up your day.

Stick rigidly to your time slots, starting and finishing each task or group of tasks on time. For example, you might allocate early morning from 8am to 9am to getting some laundry done, or mid-morning to cleaning the bathroom or answering e-mails. The priority of each task that you established when you wrote your list will help you make sure you get the right tasks done first.

Whichever task you allocate to a time period, you'll soon understand whether you're allocating too little or too much time to it, so adjust your schedule as necessary, but make sure your writing still has enough of a time slot to get something done.

Understand the difference between urgent and important.

One of the most important things you can do when trying to manage your time is to develop your own understanding of what is important versus what is urgent.

Many of the things on your list will undoubtedly be urgent, but you need to ask yourself if they are actually important. If they're both important and urgent, they go at the top of the list to be done first.

If they're both important and urgent, they go at the top of the list...

It's very easy for huge amounts of time to be lost getting small, urgent tasks cleared that frankly might not have been that important.

Be methodical and ignore flights of fancy.

When you do sit down to write, set yourself a target and work methodically towards it. Try not to allow your mind to wander or your attention to be taken by other things.

If you work at home for example, you'll know already that television and the internet are killers for a home-based worker's productivity. Make sure you're in an environment where such distractions are either not open to you or are at least out of sight.

Plan the day ahead.

Make some time towards the end of your working day, every day, to set your tasks for the following day. This is actually the best time to update your 'to do' list and work out your priorities.

Having this done in advance means you get started straight away on the priority tasks, knowing that you've laid out your timetable for the day. This may sound simplistic but it's proven to be one of the best methods of increasing your production as it avoids procrastination and indecision right at the start of your working day, allowing you to hit the ground running and make best use of the time available to you.

Control your e-mail.

Email is a truly great tool when working but it can easily dominate your day as you look to react quickly to every message that arrives.

In your organised timetable, set aside time either early in the day or late in the day (both if you need to give e-mail a bit more attention) to deal with your e-mail traffic. There are very few things that actually need to be dealt with right away – remember the difference between urgent and important?

Take control of your e-mail and don't let it control you.

Useful Links from Freewritingadvice.com

[Where, When and How to Write](#) - get some tips on finding out what suits you for writing and how to set your self up to be productive.

[Getting Started](#) - tips on how to start off, researching your subject and planning your writing or assignment.

[Organising Yourself to Write](#) - as the title suggests, this will give you tips on how to set yourself up and get organised to assist with your writing, including your working environment and how to manage your writing and assignments.

[Editing and Revising](#) - some common sense advice on editing your writing, making changes, proofreading and what to look for. Also, have a look at:

> [Automated Spelling Checkers](#) - some words of advice and warning on what spell checkers are good at and what you need to know when using them.

> [Automated Grammar Checkers](#) - some words of advice and warning on what grammar checkers are good at and what you need to know when using them.

> [Homophones](#) - some tips on words that sound the same but are spelled differently and have very different meanings.

> [Eggcorns](#) - some tips on commonly misquoted phrases and sayings.

[Version Control](#) - some information and ideas about controlling different versions of your documents.

[Manuscript Formatting](#) - some tips basic considerations you will need to make when producing a manuscript for submission to editors or publishers.

[What You'll Need](#) - a look at some of the tools you'll need including reference books and hardware.

[Punctuation](#) - a valuable few pages with some practical advice on how to use punctuation marks properly.

[Language](#) - more practical tips on language including the use of verbs, adjectives and adverbs. This page also leads to:

> [Spelling, Foreign Words and Accents in English, Abbreviations and Acronyms, Slang and Jargon](#).

[CV and Resume Writing Advice](#) - essential tips on how to improve the standard of your written CV or resume, including things to avoid and things you should check for. Also links to:

> [CV and resume tips especially for writers](#)

[Links and Resources](#) - some miscellaneous links to free web-based resources for writers to help with research.

[Work at Home Writing](#) - more information on freelance writing and writing as a home-based business, with links.

[Web Content Writing](#) - more information about writing content for web pages, with links.

[Plagiarism](#) - find out about the rise of plagiarism on the internet and what to look out for to make sure you don't inadvertently plagiarize. Links to:

> [Copyright](#) - find out more about copyright and what it means to you as a writer. Includes lots of useful links to copyright-related sites in the UK and USA.

> [Copyleft](#) - find out how the terms of copyright can allow material to be distributed freely.

Getting Published - how easy is it to get published? And where should you start to find out how to get published? Leads on to information on:

       Vanity Publishing

       Self Publishing

       Print on Demand

       Ebooks

       Advantages and disadvantages of ebook publishing

Free downloads - Take a look at some handy, free template downloads to help with your writing.

Articles about writing and writers

Read some of our interesting articles on various aspects of the writing craft and being a writer.

General Writing - articles about writing in general, including writing skills, getting published, copyright, writing groups and promoting your writing.

Business Writing - articles about business writing including e-mail, sales pitches, improving your written communications and cover letters.

Resume / CV Writing - some valuable articles on how to improve the writing in your resume or cv, how to write cover letters. Includes words to avoid using and common mistakes you need to avoid.

Creative Writing - read all about the art of creative writing including characterisation, how to keep your reader's attention, short stories and how to make your work sell.

Non-Fiction Writing - some general non-fiction related articles including how to choose an article title, tips for article submission and writing your memoirs.

[Web / Internet Writing](#) - find some golden rules for writing on the web, how to make your Ebay descriptions work for you, blog writing tips and how to write internet press releases.

[Technical Writing and Freelance Writing](#) - more valuable articles on basic project management for technical and freelance writers, how to increase your business, technical writing resources and proofreading.

Useful Links from Passivewritingincome.com

If you're looking to use your writing skills to help establish a passive income on the internet, Passivewritingincome.com is a good place start looking for tips and advice on how to approach it.

[Passivewritingincome.com's home page](#) – valuable information on what constitutes a passive income and how you can establish your own passive income on the web through writing.

[Passive income methods](#) – the various methods you could use to make your writing earn money for you.

[Writing articles and web content](#) – how to earn money and a passive income through writing articles and web page content.

[What's Stopping You?](#) – find out what the common blockers are and why they shouldn't be any reason to stop you embarking on earning a passive income through your writing.