

How to Run a Grammarly Report

Document Purpose: To provide additional clarity on the steps to take when generating a Grammarly Report for a MS thesis or PhD dissertation. The following assumes you are running a Grammarly Report using your Premium account provided by the Graduate School.

0. Save a duplicate copy of your thesis or dissertation

1. Remove all Figures, Tables, and References from your duplicate document to create a text-only version.

2. Upload the text only version of your document into Grammarly (<= 4MB and <= 100,000 characters).

- Note, at this time Grammarly does not integrate directly with Overleaf. If you prepared your document in Overleaf copy and paste your text only document directly into Grammarly.
- If your document is too large run a Grammarly Report (>4MB or >100,000 characters), you can break up the document into smaller portions (e.g., individual chapters). Run the Grammarly Report on each section. Compile the results of the Grammarly Reports together prior to submitting to the Graduate Advisor.

3. Running the Grammarly Report

- After uploading your document into Grammarly you should set goals for the document. Select the following: Domain – Academic (see red box on the left-hand side of Figure 1). This will change the pop up to the one shown on the right-hand side of Figure 1. In the new pop-up select the following: Type – Report, Format – Other. The right-hand side of Figure 1 displays what the Set goals of your document should be. Select Done (lower right-hand corner of the pop-up).

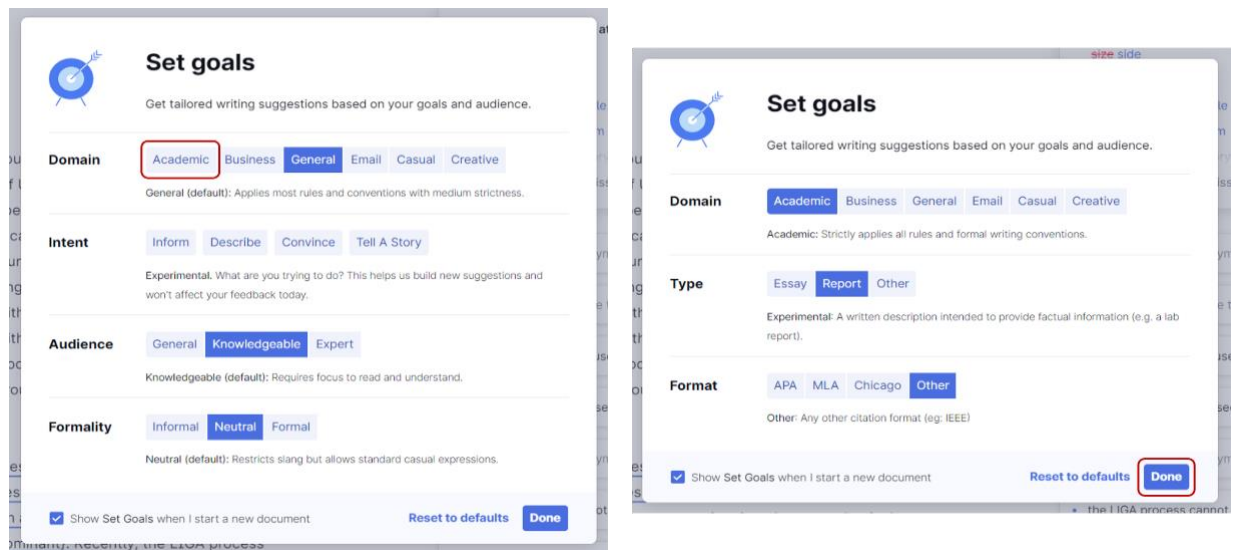


Figure 1: Setting goal options in Grammarly. (left) Initial pop-up window. (right) Pop-up window after selecting Academic Domain along with remaining options that should be selected.

4. Revising your document and correcting your Grammarly Report

- The overall score of the document is displayed in the top right corner of your screen. Your objective is to achieve a document that has an overall score that is above 90. Documents with lower scores risk rejection by the thesis office.
- There are four categories of suggestions that Grammarly provides (i.e., Correctness, Clarity, Engagement, and Delivery). Grammarly is not a perfect tool, particularly for technical writing. You should review suggestions, accept those that are accurate, edit your document as necessary, and dismiss suggestions that are incorrect/unnecessary.
- To review the suggestions, click on the respective suggestion category on the right-hand pane of the Grammarly (see Figure 2).

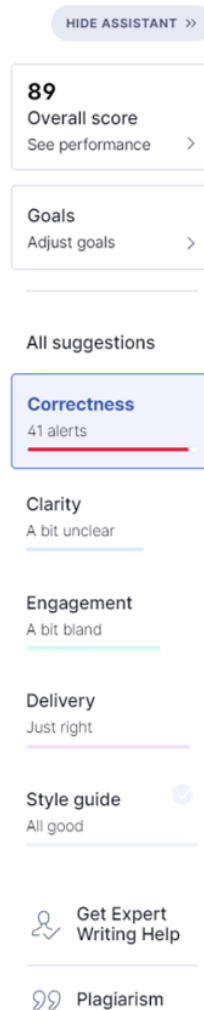


Figure 2: Suggestion pane with the four suggestions categories.

- Correctness suggestions are typically accurate and should be applied throughout to the document. Examples include comma usage, hyphenation, etc. Review suggestions one-by-one as there can be instances when the provided suggestion is incorrect. Two examples of incorrect suggestions are given in Figure 3.
 - The first suggestion is an example of a spelling suggestion when a field specific word is used.
 - The second is a suggestion to correct punctuation contained within an internal document reference (e.g., `\ref{}`).
 - Both suggestions should be dismissed. You can dismiss a suggestion by clicking on the small trashcan icon in the lower right-hand corner (boxed in red in Figure 3).

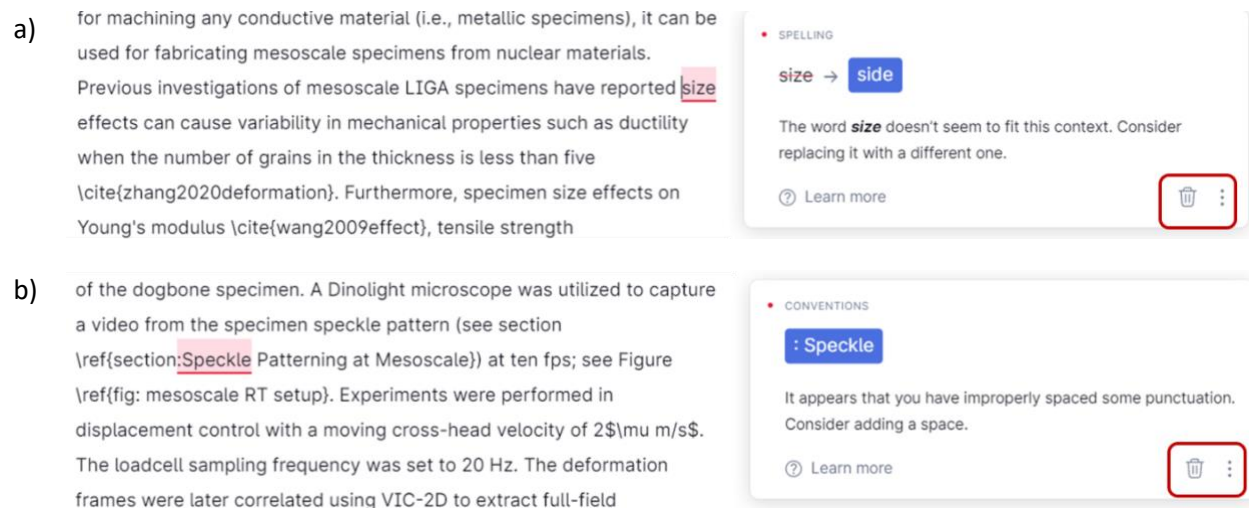


Figure 3: Examples of correctness suggestions that should be dismissed

- Clarity, Engagement, and Delivery suggestions should be reviewed carefully. Apply changes where possible. Examples of these category suggestions that can be dismissed at your and your advisor's discretion.
 - Passive voice usage. Passive voice is not a grammatical error; it's a style choice.
 - Word replacement suggestions that are stylistic and have no impact on what is being communicated (e.g., post vs. pillar).
 - Conciseness suggestions that favor overly general language when specificity is required.
 - Hard to read sentences.
 - Sentences containing multiple in-text citations (i.e., `\cite{author1,author2}`) can be flagged unnecessarily.
 - Sentences containing multiple technical terms (e.g., mesoscale, femtosecond, micro-electromechanical) can also be flagged unnecessarily.
 - Use your discretion when dismissing these hard to read sentence suggestions and correct any sentences that are difficult to read.
 - As a simple check do the following. Read the sentence in question aloud. If you stumbled when reading the sentence, you should revise it.
- Lastly, review possible instances of plagiarism. Correct those that are relevant.

5. Generating your Grammarly Report

- After reviewing and correcting your Grammarly Report your score should be above 90. Check the Overall score box on the top right corner of the document.

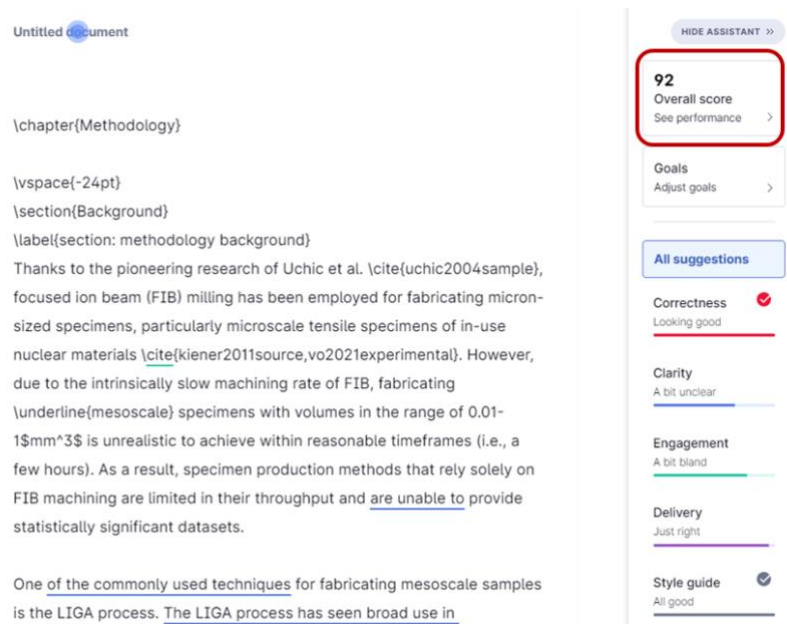


Figure 4: Viewing overall document performance.

- Click on the overall score to bring up the Performance pop up (see Figure 5).

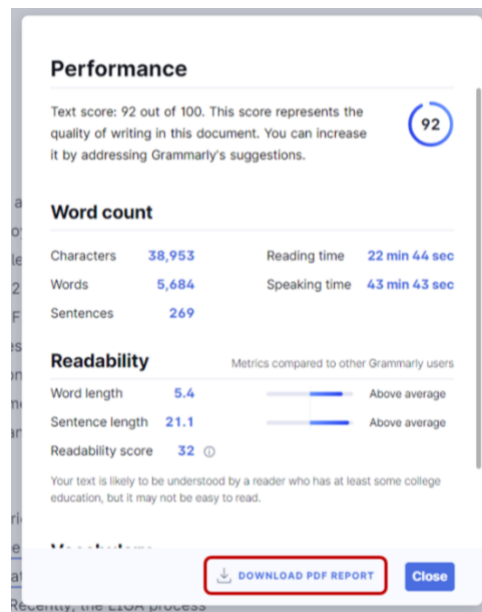


Figure 5: Performance pop-up and report downloading.

- Click on Download PDF Report (see red box in Figure 5).

6. Submitting your Grammarly Report

- If you had to run Grammarly Reports chapter-by-chapter due to exceeding upload limitations, combine each report into a single PDF.
- Email your single PDF Grammarly Report to the Graduate Advisor.