**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 righthand corner of the pop-up).

CALL.	Set goals		<del>size</del> side
$\prec$	Get tailored writing suggestions based on your goals and audience.	Contraction of the second seco	Set goals
Domain	Academic Business General Email Casual Creative	iu 🗡	Get tailored writing suggestions based on your goals and audience.
	General (default): Applies most rules and conventions with medium strictness.	Domain	Academic Business General Email Casual Creative
ntent	Inform Describe Convince Tell A Story	Ci	Academic: Strictly applies all rules and formal writing conventions.
	Experimental. What are you trying to do? This helps us build new suggestions and won't affect your feedback today.	ur ng Type	Essay Report Other
udience	General Knowledgeable Expert	tř	Experimental: A written description intended to provide factual information (e.g. a la report).
	Knowledgeable (default): Requires focus to read and understand.	oi Format	APA MLA Chicago Other
ormality	Informal Neutral Formal		Other: Any other citation format (eg: IEEE)
	Neutral (default): Restricts slang but allows standard casual expressions. yn	et 🔽 Show Set	Goals when I start a new document Reset to defaults Dor
		S	the LIGA proce

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).

HIDE ASSISTANT	r »
89	
Overall score	
See performance	>
Goals	
Adjust goals	>
All suggestions	
Correctness 41 alerts	
41 dients	-
Clarity	
A bit unclear	
Engagement	
A bit bland	
Delivery	
Just right	
Style guide	
All good	
Get Expert	n
writing Hel	9
ິ	
22 FlagialISIII	

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.
  - $\circ$   $\;$  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 should 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).

a)	for machining any conductive material (i.e., metallic specimens), it can be used for fabricating mesoscale specimens from nuclear materials. Previous investigations of mesoscale LIGA specimens have reported size effects can cause variability in mechanical properties such as ductility when the number of grains in the thickness is less than five \cite{zhang2020deformation}. Furthermore, specimen size effects on Young's modulus \cite{wang2009effect}, tensile strength	<ul> <li>SPELLING</li> <li>size → side</li> <li>The word size doesn't seem to fit this context. Consider replacing it with a different one.</li> <li>(?) Learn more</li> </ul>
b)	of the dogbone specimen. A Dinolight microscope was utilized to capture a video from the specimen speckle pattern (see section \ref{section:Speckle Patterning at Mesoscale}) at ten fps; see Figure \ref{fig: mesoscale RT setup}. Experiments were performed in displacement control with a moving cross-head velocity of 2\$\mu m/s\$. The loadcell sampling frequency was set to 20 Hz. The deformation frames were later correlated using VIC-2D to extract full-field	CONVENTIONS     Speckle     It appears that you have improperly spaced some punctuation.     Consider adding a space.     @ Learn more

## 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, microelectromechanical) 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).

Characters     38,953     Reading time     22 min 44 set       Words     5,684     Speaking time     43 min 43 set       Sentences     269       Readability     Metrics compared to other Grammarly use       Word length     5.4     Above average       Sentence length     21.1     Above average		<ol> <li>This score represents the document. You can increase party's suggestions.</li> </ol>	92
Words     5,684     Speaking time     43 min 43 set       Sentences     269       Readability     Metrics compared to other Grammarly use       Word length     5.4     Above average       Sentence length     21.1     Above average	Word count		
Sentences         269           Readability         Metrics compared to other Grammarly use           Word length         5.4         Above average           Sentence length         21.1         Above average	Characters 38,95	Reading time	22 min 44 sec
Readability         Metrics compared to other Grammarly use           Word length         5.4         Above average           Sentence length         21.1         Above average	Words 5,68	Speaking time	43 min 43 sec
Word length 5.4 Above average Sentence length 21.1 Above average	Sentences 26	•	
Sentence length 21.1 Above average	Readability	Metrics compared to oth	er Grammarly users
	Word length 5.		Above average
Readability score 32 ①	Sentence length 21.		Above average
	Readability score 3	0	
Your text is likely to be understood by a reader who has at least some college education, but it may not be easy to read.			ast some college

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.