Checklist: Avoiding Plagiarism

Directions: Use this checklist to keep track of your activities as you work with sources and as you integrate information and ideas from your sources into your project document. You can indicate whether you have completed a particular activity by placing an X in the left-hand column. You can also record your notes at the bottom of the checklist.

Done	Activity
☐	1. When taking notes, place quotation marks around any direct quotations, use ellipses and brackets appropriately, and identify the source and the page number (if any) of the quotation.
☐	2. When taking notes, make sure paraphrases differ significantly in word choice and sentence structure from the passage being paraphrased and identify the source and page number from which you took the paraphrase.
☐	3. When taking notes, make sure summaries are not just series of passages copied from the source.
☐	4. In your document, use signal phrases to distinguish between your ideas and those from your sources.
☐	5. In your document, make sure you've acknowledged your sources and correctly attributed your quotations.
☐	6. In your document, make sure you've used a bibliography or references list and clearly identified all sources in some way (using footnotes, endnotes, or in-text citations).
☐	7. Make sure that you haven't quoted so much of a source that it exceeds the fair use provision guidelines.

Notes: