

Academic Integrity Checklist

- I fully understand my instructor's requirements for group and individual assignments. (Remember: when in doubt, always ask.)
- There is no section or component of my assignment, paper, or research report that I do not understand. (If you do not understand your own work, then it is not in your own words, and has been plagiarized.)
- I have kept my research notes, lab-sheets, outlines, and early drafts. (You could be asked to provide these to your instructor.)
- My direct quotations have quotation marks (both opening and closing) and are fully cited in the text and in my bibliography / works cited / reference list or footnotes / endnotes.
- All ideas used from other sources include citations.
- The reference entries in my bibliography / works cited / reference list corresponds with every idea and quote I have used.
- I have checked my work against my notes to be sure I have correctly referenced all direct quotes and borrowed ideas.
- Apart from material that is a direct quotation, everything else is in my own words.
- In paraphrasing the work of others, I put the complete idea into my own words and did not just change a few words.
- I have checked all citations for accuracy (including page numbers, dates, web page addresses).
- I have asked an instructor or librarian how to include any material I was unsure how to document.
- I have used one recognized citation style (such as APA, MLA, Chicago, etc.) consistently throughout my paper.
- I have accurately and completely described any data or evidence I collected.
- I did not share my work or answers or content with others in ways not explicitly authorized by my instructor.
- This is the first time I have submitted this material for any course.