Academic Integrity Checklist

☐ I fully understand my instructor's requirements for group and individual assignments (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 it is, therefore, not in your own words, and has been plagiarized).

☐ I have kept my research notes, lab-sheets, outlines and early drafts (you may be asked to provide these to your instructor).

☐ My direct quotations have quotation marks (both opening and closing) and are fully referenced.

☐ All ideas used from other sources include citations.

☐ The reference entries in my bibliography/works cited/reference list corresponds with every idea/quote I have used.

☐ I have checked my work against my notes to be sure I have correctly referenced all direct quotes or borrowed ideas.

☐ Apart from material that is a direct quotation, everything else is in my own words.

☐ In paraphrasing the work from 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 (i.e., page numbers, dates, web page addresses).

☐ I have asked an instructor or librarian about how to include any material I was unsure how to document.

☐ I have used one recognized Reference Style (i.e., APA, MLA, Chicago, etc.) consistently throughout my paper/work.

☐ I have accurately and completely described any data or evidence I have collected.

☐ I did not share my work/answers/content with others in ways not explicitly authorized by my instructor.

☐ This is the first time I have submitted this material for a course.

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Name                                                                 Date

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