

## 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*

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*Date*