

## Checklist for avoiding plagiarism

### Type of source

Are you using

- your own independent material,
- common knowledge, or
- someone else's independent material?

**You must acknowledge someone else's material.**

### Quotations

- Do all quotations exactly match their sources? Check them.
- Have you inserted quotation marks around quotations that are run into your text?
- Have you shown omissions with ellipsis marks and additions with brackets?
- Does every quotation have a source citation?

### Paraphrases and summaries

- Have you used your own words and sentence structures for every paraphrase and summary? If not, use quotation marks around the original author's words.
- Does every paraphrase and summary have a source citation?

### The Web

- Have you obtained any necessary permission to use someone else's material on the Web?

### Source citations

- Have you acknowledged every use of someone else's material in the place where you use it?
- Does your list of works cited include all the sources you have used?