

Plagiarism Checklist

What Is It and How to Avoid It



Tick the following to check that you have not plagiarised.

Only submit your assignment when you have **6** ticks.

See the Notes section on the following page for additional information.

1. **I used the 5 steps to paraphrasing and an in-text citation in each sentence where I have used the ideas of other authors.** [When I express

my ideas and they are not based on the ideas/words of others, I do not need to reference.]

2. **I only used direct quotation when I could not paraphrase, and I have related the quotation to my own analysis of the topic.**

The 5 reasons to directly quote are listed below.

3. **I have included in-text and end-text references for tables, charts, diagrams and images copied or edited from another source.**

4. **I have provided an end-text reference list that includes all of my in-text citations in alphabetical order.**

5. **I have carefully proofread to check for errors in my referencing and use of sources.**

6. **I have not copied from another student, nor has another student directly or indirectly used my work.**

Notes

1. Plagiarism includes paraphrasing information incorrectly, so it is too similar to the original. To write an accurate paraphrase, you cannot use “cut and paste”. Follow these **5 steps to paraphrasing**:

STEP 1

Read the original passage **several times**.

Make sure you understand it fully.

Use a dictionary to look up words that you do not understand. **Write synonyms above keywords**. It may not be possible to find synonyms for every word, especially technical words. In this case, use the original word.

STEP 2

Take notes on a separate piece of paper.

Write down only a few words for each idea. **Do not write sentences**. Include the synonyms you found for your keywords.

STEP 3

Write your paraphrase from your notes.

Do not look at the original while you are writing.

STEP 4

Check your paraphrase against the original. Make sure you have not copied vocabulary or the sentence structure too closely.

Make sure that you have not changed the meaning of the original or given any incorrect information.

STEP 5

Write an in-text reference which includes the author’s surname, the year of publication and the page number.

File the original source for future reference.

2. **5 reasons to directly quote**:

- for a definition
- for a particular phrase/expression produced by the author
- for information that cannot be paraphrased e.g. a theory or law □ for information that is difficult to paraphrase e.g. medical facts □ when the particular language is important or powerful.

The quotation must be reproduced exactly as it appears in the original source and quotation marks must be used. The author’s name, date and page number(s) should also be provided.