Assignment Checklist: Avoiding Plagiarism

Plagiarism is the unattributed (not referenced) use of someone else's words, creations, ideas, arguments, etc. as your own work.

Before submitting your assignment, it's a good idea to go through this checklist to make sure you have avoided plagiarising:

☐ **Have I provided in-text citations to show where I have referred to my research sources?**
It's very important to reference everything that is not your own original idea (including images and diagrams). Make sure you keep a record of your search results and sources, so you know where the information came from.

☐ **Have I provided a reference list with the full bibliographical details of all sources referred to in my assignment?**
Your reference list should include the authors' surname and initials, the date of publication, and the title. For journal articles, include the volume, issue and page numbers. For web-based material, provide the URL and the date you accessed it. (Refer to your reference style guide)

☐ **Have I included the page number/s and quotation marks for any direct quotations I have used?**
In general, use direct quotations where the precise wording is important. Make sure you keep the exact wording used in the original text. However, you can shorten a quotation by using an ellipsis (…) to show you have omitted some words.

☐ **Have I paraphrased correctly, using my own words throughout?**
As well as using your own words, make sure you change the sentence structure. However, you can retain subject-specific terminology/technical terms used in the original text.

☐ **Is this my own original work?**
Remember: It is serious academic misconduct to present someone else's work as your own. It is also self-plagiarism to submit work you have already submitted for another assignment. For group work/teamwork, keep a record of what's your own individual work and what your group or team has worked on together.

If you are unsure about anything mentioned here, check with a Librarian or a STUDYSmarter Learning Skills Adviser. You can make an online appointment with a librarian or STUDYSmarter adviser or bring your work to a Writing and Referencing drop-in at Reid Library during semester (see the STUDYSmarter webpage or Library Study Support page for details).

For more information on avoiding plagiarism or any aspect of academic integrity, check the resources listed below:

Academic Conduct Essentials

STUDYSmarter Survival Guides on Referencing

Library Survival Guides