

EFFECTIVE CITING AND REFERENCING DOCUMENTATION CHECKLIST

The following checklist should be completed prior to
handing in your final paper/project:

When using an author's exact words, I have put "quotation marks" around the quotation AND used an In-Text Citation with the reference used.

When I put someone else's thoughts/ideas into my own words (paraphrased), I have still cited the original author(s).

When I used someone else's words or work, I made it clear where their information started and finished within my paper.

I have included full references for all borrowed images, tables, graphs, maps, etc.

Print material: I have included the page number(s) of print materials used (very important with exact quotations).

Internet material: I have included the date the information was posted electronically.

Internet material: I have included the URL to my citation.

For each In-Text (Parenthetical) citation, I have a full citation on my Works Cited page.

My Works Cited page is in alphabetical order, with the last name of the author first or the first available reference item available.

I understand that even ACCIDENTAL PLAGIARISM is still considered PLAGIARISM.

I have used this checklist to help avoid plagiarism and maintain academic honesty.