Plagiarism Checklist

1. Is the information that you are using common knowledge (something that everyone knows)?

□ Yes □ No

- If Yes, then OK (but are you sure that it is common knowledge?), you don’t need to cite it
- If No, then you need to cite your sources

2. Is what you have written taken from your own ideas, thoughts and opinions?

□ Yes □ No

- If Yes, then ok. If it what you have written is your own original material, then you don’t need to cite it
- If No, then you need to cite the sources of what you have written

3. Have you used someone else’s material (i.e., material that is NOT your own work) anywhere in your work?

□ Yes □ No

- If Yes, then you need to cite ALL of the sources of the material that you use
- If No, then OK (but wouldn’t your work be improved by using other people’s work to support your own?)

4. Have you put quotation marks around all material copied directly from another source?

□ Yes □ No

- If Yes, then ok
- If No, then you need to make sure you use quotation marks anything that you have copied directly

5. Do direct quotations of other people’s work make up more than 10% of your work?

□ Yes □ No

- If Yes, then you need to reduce the amount of direct quotations by summarising or paraphrasing
- If No, then ok
6. Is your paraphrase in your own voice and not the author’s voice and has used your own words and sentence structure?

☐ Yes □ No

• If Yes, then ok
• If No, then you need to go back and revise the paraphrase

7. Does your summary only use your words?

☐ Yes □ No

• If Yes, then ok
• If No, then you need to go back and revise the summary to remove direct quotations

8. Do you have an in-text citation for every quote, paraphrase and summary of someone else’s work?

☐ Yes □ No

• If Yes, then ok
• If No, you need to make sure you have an in-text citation EVERY time that you refer to someone else’s work, even if your paraphrasing or summarising it in your own words

9) Does your list of references include all the sources you have mentioned in your paper?

☐ Yes □ No

• If Yes, then ok
• If No, then you need to make sure that ALL of the sources that you mention in your work are listed in your references section