

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 your Web site?

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?
- You can download this checklist from this book's Web site: see the box opposite.

Taken from: Fowler, Ramsey H. and Jane I. Aaron. The Little, Brown Handbook. New York: Pearson Education, Inc., 2004. Companion Website
http://wps.ablongman.com/long_fowler_lbh_9/