

# ACADEMIC INTEGRITY ROADMAP:

## A GUIDE TO AVOIDING PLAGIARISM

This road map includes the steps that make up the entire writing process, and walking through them will help you write with academic integrity. As you walk through each step, check it off so you can be more confident that you have avoided plagiarizing.



### The PLANNING PHASE

#### I have taken careful notes during the planning process:

- My notes were written down in my own words.
  - In my notes, I kept track of the source information for all ideas I have taken from another author.
  - If I have written down a direct quote, I have marked it in my notes and recorded the author, year, and page number.
  - I have kept track of all information needed for my reference list (i.e., author, year, title, DOI/URL, etc.) or saved my list.
- Need help organizing your sources?  
Check out [RefWorks](#).

#### I have entered my in-text citations for all information paraphrased, summarized, or quoted:

- I included my in-text citations as I wrote, rather than waiting until the end.
- I have formatted my in-text citations in the required academic citation style. For example: [APA](#) or [MLA](#)
- I have placed “quotation marks” around the wording I copied from a source.



### The WRITING PHASE

#### I have included citations *and* a list of sources used:

- I have double-checked that I have provided an in-text citation for *all* information that I quoted, paraphrased, or summarized.
- All sources used within this essay are also included on a list of sources using the required academic style. See: [APA References List](#) or [MLA Works Cited page](#).



### The REVIEW PHASE

