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 to write with academic integrity. As you walk through each step, check it off so you can be more confident that you have avoided plagiarizing.

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 as a direct quote and recorded the author, year, and page number for that quote.
☐ I have kept track of all information needed for my reference list (i.e., author, year, title, correct Web address, etc.) or saved my sources.
  o 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 In-Text Citations or MLA In-Text Citations
☐ I have placed "quotation marks" around the wording I copied from a source.

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 the essay are also included on a list of sources using the required academic style.
  o See the APA References List or the MLA Works Cited page.