Academic Integrity Checklist

In order to ensure that you have adhered to the university's policies regarding academic integrity please place a checkmark beside each statement and sign and date the bottom of the page.

- I fully understand my instructor's requirements for group and individual assignments (when in doubt always ask).

- There is no section or component of my assignment, paper or research report that I do not understand (if you do not understand your own work it is, therefore, not in your own words, and has been plagiarized).

- I have kept my research notes, lab-sheets, outlines and early drafts (you may be asked to provide these to your instructor).

- My direct quotations have quotation marks (both opening and closing) and are fully referenced.

- All ideas used from other sources include citations.

- The reference entries in my bibliography/works cited/reference list corresponds with every idea/quote I have used.

- I have checked my work against my notes to be sure I have correctly referenced all direct quotes or borrowed ideas.

- Apart from material that is a direct quotation, everything else is in my own words.

- In paraphrasing the work from others I put the complete idea into my own words and did not just change a few words.

- I have checked all citations for accuracy (i.e. page numbers, dates, web page addresses).

- I have asked an instructor/TA/Librarian about how to include any material I was unsure how to document.

- I have used a recognized Reference Style (i.e. APA, MLA, Chicago etc.) consistently throughout my paper/work.

- I have accurately and completely described any data or evidence I have collected.

- I have kept my work to myself and did not share answers/content with others, unless otherwise directed by my instructor.

- This is the first time I have submitted this material for a course.

_________________________________  ______________________
Date                                Name