

10 Point Checklist for Avoiding Plagiarism		Check
1.	<p>I have acknowledged the sources of all the ideas (or tables, diagrammes, illustrations) I have taken from someone else.</p> <ul style="list-style-type: none"> <i>I have given proper credit wherever I have referred to, borrowed or used the ideas, findings, tables, diagrammes or illustrations I have found in another text.</i> <i>It is not necessary to give a reference to ideas that are common knowledge, well-accepted facts or my own work.</i> 	
2.	<p>Where I have used the exact words from another text, I have placed these in quotation marks and inserted a full reference in the text.</p> <ul style="list-style-type: none"> <i>I have used direct quotations sparingly.</i> <i>Where I have used quotations, I have ensured that the purpose of doing so is clear, and that I used it as an important step in the development of my own argument.</i> <i>Long quotes (longer than 6 lines) are usually blocked and indented in the text.</i> 	
3.	<p>Where I have paraphrased the work of another, I have done so with integrity and have used my own words and my own sentence structure.</p> <ul style="list-style-type: none"> <i>Although I have used my own words and own structure, I have acknowledged that the idea was someone else's and I have therefore supplied the reference in the text.</i> 	
4.	<p>I have exercised caution when making my original notes from the readings I have consulted by carefully recording where I have written down the exact words (quotations), where I have paraphrased and where I have noted my own ideas.</p> <ul style="list-style-type: none"> <i>Where I used the author's exact words, I put them in quotation marks and have supplied the reference in the text.</i> 	
5.	<p>I am familiar with the referencing convention I have adopted in my work and have ensured that all the references are correct and complete.</p> <ul style="list-style-type: none"> <i>I have inserted the references in the text where applicable and have listed all the references I have used in a complete list at the end of the work.</i> 	
6.	<p>I have NOT copied or bought the work from someone else.</p>	
7.	<p>I have NOT cut and pasted from other sources, except in the few cases where I have placed these in quotation marks to indicate that I have used someone else's exact words.</p> <ul style="list-style-type: none"> <i>I have used these as direct quotes with proper acknowledgement.</i> 	
8.	<p>Any analysis I have run is my own work except where I have acknowledged appropriately.</p> <ul style="list-style-type: none"> <i>Where demonstrating my own skill of analysis is required, I have not outsourced this part of my work.</i> 	
9.	<p>I have submitted my work to Turnitin to check for unoriginal content.</p> <ul style="list-style-type: none"> <i>I am attaching a summary of the Turnitin match overview that indicates the extent of unoriginal (including directly quoted and acknowledged) text.</i> <i>I understand that Turnitin is merely a guide and provides no guarantee that there is no plagiarism</i> 	
10.	<p>I have inserted a declaration in my work testifying that I have adhered to the rules regarding plagiarism.</p>	