

Checklist to help you prevent plagiarism in your work

Make sure you have:

- ☐ 1. **Paraphrased correctly and included a reference to clearly indicate the parts of your work that are drawn from another person's work.**
You must clearly indicate which part of your work is drawn from somewhere else. Paraphrasing is when you use what someone else has said or written, but you write it in your own words. A paraphrase is the rephrased or rewritten material within your own work. If you paraphrase you must include an in-text citation so the reader can locate the source.
- ☐ 2. **Used direct quotations sparingly.**
To quote is to reproduce, in your own written work, the precise words that someone else has written or spoken. A quotation (or 'quote') is the reproduction of original material within your work. Direct quotes are generally put in italics and should always be put inside quotation marks. Longer quotes can be indented so they stand apart from the main body of the text. Each quote must be followed by an in-text citation.
Make sure you carefully select quotes that add to the points you are making, but don't overuse quotes. It is fine to occasionally quote other people, and it is expected that you do – but make sure you provide your own contribution or viewpoint. It is your work that earns you marks.
- ☐ 3. **Provided a reference for every image, diagram or figure (unless you created it).**
Even if you edit an existing item it still needs to be referenced.
- ☐ 4. **Included a reference list of all work cited.**
Make sure you understand what type of referencing protocol you are required to follow for your unit. Refer to your Unit Outline or talk to your tutor or lecturer if you are not sure what sort of referencing you should use.
- ☐ 5. **Used the correct referencing system.**
The style of referencing varies between disciplines and units of study. Make sure you understand what type of referencing protocol you need to follow for your unit. Refer to the Unit Outline or talk to your tutor or lecturer if you are unsure.
- ☐ 6. **Kept a copy of the original sources that you have referenced.**
Always keep your work and the original reference together. Losing the original source of the information is poor academic practice, and it means you might end up submitting work without a reference; or, you might end up submitting it with the wrong reference. You could, at any time, be required to produce the original source for comparison.
- ☐ 7. **NOT used copy and paste to take text from another source (unless it is a direct quote and you reference it).**
This is VERY important. If you copy and paste from a source and fail to reference it properly then you have plagiarised. It doesn't matter whether you did this intentionally or not. Depending on the circumstances of the case, plagiarism may be treated as academic misconduct where serious penalties can apply.
- ☐ 8. **NOT used another student's work, or submitted someone's work as your own.**
Often students are encouraged to work together, to cooperate by sharing ideas and understandings. However, individual assessments (where your name is the only name on the cover sheet) are meant to be your own work.
Copying from someone else's work is plagiarism and serious penalties can apply.
Do not allow anyone else to submit your work as their own: this is collusion which is considered academic misconduct.
If you have found yourself in a situation where you have considered copying other work, it may be because you are having problems with time management or you have found the assessment task difficult. If you find yourself in this situation, it is far better to talk to your tutor or lecturer or to ask for an extension to submit your work at a later date. This is a better outcome than being accused of plagiarising.
- ☐ 9. **NOT copied from a previous assignment submitted to this or any other unit.**