**Academic Integrity Checklist**

(based on material from York University, UK)

[PDF version of checklist](http://www.yorku.ca/tutorial/academic_integrity/AIform.pdf)

Check that you have correctly followed the university's policies regarding academic integrity with the following list:

* I fully understand the paper’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 lecturer).
* My direct quotations have quotation marks (both opening and closing) and are fully acknowledged with quotation marks, in text citation and entry in the reference list.
* All ideas used from other sources include citations.
* The reference entries in my 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 my lecturer/tutor/Librarian/Student Learning support about how to include material I was unsure how to acknowledge or cite.
* I have used one 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 lecturer/tutor.
* This is the first time I have submitted any of this material for assessment.