	Checklist for Avoiding Plagiarism	Check
1.	I have acknowledged the sources of all the ideas (or tables, diagrammes, illustrations) I have taken from someone else.	
	 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. 	
	It is not necessary to give a reference to ideas that are common knowledge, well-accepted facts or my own work.	
2.	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.	
	I have used direct quotations sparingly.	
	 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. 	
	Long quotes (longer than 6 lines) are usually blocked and indented in the text.	
3.	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.	
	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.	
4.	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.	
	Where I used the author's exact words, I put them in quotation marks and have supplied the reference in the text.	
5.	I am familiar with the referencing convention I have adopted in my work and have ensured that all the references are correct and complete.	
	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.	
6.	I have NOT copied or bought the work from someone else.	
7.	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.	
	I have used these as direct quotes with proper acknowledgement.	
8.	Any analysis I have run is my own work except where I have acknowledged appropriately.	
	Where demonstrating my own skill of analysis is required, I have not outsourced this part of my work.	
9.	I have submitted my work to Turnitin to check for unoriginal content.	
	I am attaching a summary of the Turnitin match overview that indicates the extent of unoriginal (including directly quoted and acknowledged) text.	
	I understand that Turnitin is merely a guide and provides no guarantee that there is no plagiarism	
10.	I have inserted a declaration in my work testifying that I have adhered to the rules regarding plagiarism.	