

AVOIDING PLAGIARISM CHECKLIST:

What is plagiarism?

Plagiarism is using someone else's words, ideas, arguments, images, etc. without acknowledgement (such as a citation, footnote, or reference) and passing it off as your own work.

Before submitting your assignment, it's a good idea to go through this checklist to make sure you have avoided plagiarising.

Plagiarism Checklist

<p>Have I provided in-text citations to show where I have referred to my research sources?</p> <p><i>Reference everything that is not your own original idea (including images and diagrams). Keep a record of your search results and sources, so you know where the information came from.</i></p>	<input type="checkbox"/>
<p>Have I provided a reference list with the full bibliographical details of all resources included in my assignment?</p> <p><i>Your reference list should include each author's surname and initials, the date of publication, and the title. For journal articles, include the volume, issue and page numbers. For web-based material, provide the URL and the date you accessed it. (Refer to your reference style guide)</i></p>	<input type="checkbox"/>
<p>Have I included the page number/s and quotation marks for all the direct quotations I have used?</p> <p><i>In general, use direct quotations where the precise wording is important. Make sure you keep the exact wording used in the original text. However, you can shorten a quotation by using an ellipsis (...) to show you have omitted some words. Place quotation marks at the start and end of the direct quote.</i></p>	<input type="checkbox"/>
<p>Have I paraphrased correctly, using my own words throughout?</p> <p><i>As well as using your own words, make sure you change the sentence structure. However, you can retain subject-specific terminology/technical terms used in the original text.</i></p>	<input type="checkbox"/>
<p>Is this my own original work?</p> <p><i>Remember that it is serious academic misconduct to present someone else's work as your own. It is also self-plagiarism to submit work you have already submitted for another assignment, including work submitted at another institution. For group work/teamwork, keep a record of what's your own individual work and what your group or team has worked on together.</i></p>	<input type="checkbox"/>

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If you can't tick all the boxes on this checklist, it is important to review your assignment. If you need further assistance on how to avoid plagiarism, visit the Academic Skills Centre Blackboard site under "My Communities" when you log into Blackboard, or book an appointment [here](#) or contact the Academic Skills Centre on 07 5595 4783. Alternatively, visit the library [here](#), OR access the SharePoint Academic Integrity Resource list for Students by Academic Integrity Unit.