Working with Sources
Practices for Avoiding Plagiarism and Using Sources Effectively

Preparation and reading:

☐ I have read and understood both the collaboration policy and plagiarism/citation policy for this course.
☐ No one other than me has generated language or other key features of this text. (Omit if working on a co-authored project.)
☐ If I read another student's paper, I did not use their ideas or exact language in my own writing.
☐ I approached research and writing with the desire to clearly attribute all sources, and I do not intend to deceive my reader about the sources of the language and ideas in this paper.
☐ I left myself ample time to do the research, reading, and writing required for this project.
☐ I read and re-read source texts until I understood their purposes, main ideas, uses, and limits.
☐ I took organized notes as I read all source texts, clearly separating others' ideas from mine.
☐ I avoided cryptomnesia by reviewing my sources and writing to make sure I did not falsely present others' ideas as my own.
☐ I used a citation management system (e.g. Zotero, EndNote) to collect information about all the texts I read in preparing my writing. (Relevant only for projects with many sources.)
☐ I read reliable, credible sources I could proudly cite, instead of low-quality or questionable sources that I might feel embarrassed to cite.

Writing:

☐ If I felt overwhelmed by fear or anxiety about the quality of my writing, I talked with my professor, TA, advisor, or an academic dean.
☐ I cited while writing, instead of leaving it to be done at the end of the project.
☐ When I had questions about audience expectations for citation, I talked with my professor or TA.
☐ When I had questions about how to effectively use a style system or work with sources, I talked with my professor, TA, or a writing tutor.
☐ I consistently used the citation style system my reader expects me to use, and I looked up aspects of the system I might have forgotten or didn't know.
☐ I thoughtfully used in-text citation to clearly distinguish my ideas and language from that of others.
☐ I included a works cited or reference page.
☐ I put all borrowed language in quotation marks or block quotes.
☐ I cited all paraphrasing of texts and ideas of others.
☐ I cited all summaries of other texts.
☐ If I had a question about what counted as common knowledge, I asked my professor.
☐ I avoided patchwriting by creating summaries and paraphrase from memory, not by staring at the original.
☐ I consulted models of properly attributed writing as needed.
☐ If I re-used any writing I created for a previous assignment, in another class, or for another context, I have received permission to do so from my professor.

Revising and Proofreading:

☐ I sought and responded to feedback from trusted readers, such as my professor, TA, or writing tutors.
☐ I carefully reviewed paraphrased and summarized material as well as source citations for accuracy.
☐ I take full responsibility for the uses of sources in this essay.