Guarantees against Plagiarism

Directions: Use these steps to prevent your work from including plagiarism.

1. Record bibliographic data for all sources you consult, and include all of them in your final list of works consulted or works cited.

2. Take thorough notes, and record sources and page numbers conscientiously.

3. Put notes in your own words, using your own sentence and paragraph structures. Do not borrow the original's word choices or phrasing.

4. Use quotations only when the original wording is unusually effective, vivid, or important for some other reason. Designate quotes with quotation marks.

5. Review your own writing with an ear for word choices, phrases, and sentences that do not "sound like you." Revise with your own style.

6. Review your own writing for content that is neither original nor common knowledge, and document appropriately.

7. When necessary, check sources again for information to present adequate documentation.

8. When you have done all this, relax and assume that plagiarism is not a problem in your paper.