Walden Plagiarism Prevention Checklist:
Three Simple Steps to Effective Citation

Why is it so important to cite sources? Citations are critical to scholarly writing. As a member of the academic community, you will understand, reorganize, and synthesize ideas from other sources to support the new understanding you offer as a scholar. This checklist will help you follow the best practices of research and citation, ensuring proper attribution of ideas and adherence to the principles of academic integrity.

NAME: Click here to enter text.

Step 1. As I was researching ...

☐ I took careful notes.

☐ I wrote down the source (author and page number) for each idea I might use in my work. (Click here for more advice on prewriting and note taking.)

Step 2. While I was writing...

☐ I immediately wrote in citations for all my sources in the text when I paraphrased or quoted other authors. I did not wait until later to add citations. (Click here for more information on citing your sources properly.)

☐ I paraphrased by using my own words and sentence structure when I used evidence or ideas that came from other authors. I did not rely on other authors’ words to speak for me. (Click here for advice on paraphrasing effectively.)

☐ If I directly quoted a source, I included page numbers and used either block quote style (if over 39 words) or quotation marks (if under 40 words) for those direct quotes. (Click here for advice on integrating direct quotations.)

Step 3. After I finished writing...

☐ I read through my draft to ensure that all material that came from other sources was clearly and accurately cited. (Click here for tips on proofreading and revising.)

☐ I submitted my work to Turnitin on the Writing Center homepage. (Click here to go to the Turnitin submission area.)

☐ I used the Originality Report from Turnitin to double check that all words and ideas that were not originally my own had clear citations.

☐ Check the box to the left when you have completed Steps 1-3.