



ACADEMIC INTEGRITY ROADMAP: A GUIDE TO AVOIDING PLAGIARISM

This road map includes the steps that make up the entire writing process, and walking through them will help you to write with academic integrity. As you walk through each step, check it off so you can be more confident that you have avoided plagiarizing.



The Planning Phase

I have taken careful notes during the planning process:

- My notes were written down in my own words.
- In my notes, I kept track of the source information for all ideas I have taken from another author.
- If I have written down a direct quote, I have marked it in my notes as a direct quote and recorded the author, year, and page number for that quote.
- I have kept track of all information needed for my reference list (i.e., author, year, title, correct Web address, etc.) or saved my sources.
 - Need help organizing your sources? Check out [RefWorks](#).

I have entered my in-text citations for all information paraphrased, summarized, or quoted:

- I included my in-text citations as I wrote, rather than waiting until the end.
- I have formatted my in-text citations in APA style.
 - For further guidance on in-text citations, please see [this tutorial](#).
- I have placed "quotation marks" around the wording I copied from a source.



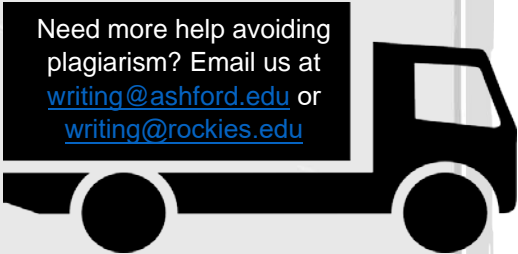
The Writing Phase

I have included citations *and* a reference list:

- I have double-checked that I have provided an in-text citation for *all* information that I quoted, paraphrased, or summarized.
- All references used within the essay have an in-text citation and are also on the reference list
 - To see a sample reference list, please see [this source](#).



The Review Phase



Need more help avoiding plagiarism? Email us at writing@ashford.edu or writing@rockies.edu