

Name _____ Teacher _____ Period _____

Directions: As you use your sources to complete your research project, refer to this checklist to make sure that you do not plagiarize. Before you hand in your project, read each item and double check to make sure you have followed the guidelines. You are not done with your project until you can truthfully answer each item. Once you have completed the checklist, sign the statement at the bottom, and hand in this checklist with your project.

Have You Done This?	Answer?
<ul style="list-style-type: none"> • Have you correctly paraphrased and included accurate in-text citations to indicate the information and ideas that you have taken from another person’s work? <ul style="list-style-type: none"> ○ Did you restate the information using your own words? (BTW: more than 3 exact words copied is considered plagiarism) ○ Did you use in-text (parenthetical) citations to give credit to where these ideas came from? 	YES _____
<ul style="list-style-type: none"> • Have you used a FEW direct quotations and included accurate in-text citations to indicate where the quote was taken from?? <ul style="list-style-type: none"> ○ Do you quotes help to make important points? ○ Did you use quotation marks or block quotations to indicate direct quotations? ○ Did you provide analysis or discussion about this quote to show why it was selected? ○ Did you use in-text (parenthetical) citations to give credit to where the quote came from? 	YES _____
<ul style="list-style-type: none"> • Have you included a citation for every image, diagram, or figure that you are borrowing from another source, even if you modified it? 	YES _____
<ul style="list-style-type: none"> • Have you included a work cited page with all the works that you have used? <ul style="list-style-type: none"> ○ Did you follow appropriate MLA formatting in your paper and citations? ○ Did you include an MLA correctly formatted Work Cited page? 	YES _____
<ul style="list-style-type: none"> • Did you use at 3 sources and a variety of different types of sources? <ul style="list-style-type: none"> ○ Do you have at least one book source? ○ Do you have at least one Data Base Source? (Use Utah’s Online Library sources such as EBSCO, Gale, or World Book Encyclopedia) 	YES _____
<ul style="list-style-type: none"> • Where you careful not to copy and paste text from another source (other than direct quotes that you have correctly cited)? 	YES _____
<ul style="list-style-type: none"> • Did you use another student’s work, part of someone else’s work, or submit someone else’s work as your own? <ul style="list-style-type: none"> ○ Is this your own work? *Copying someone else’s work is PLAGIARISM and has serious consequences *Allowing someone else to copy your work is COLLUSION and is also considered academic misconduct with similar consequences. 	NO _____
<ul style="list-style-type: none"> • Did you copy a previous assignment that you did for another class and submit it for this assignment? <ul style="list-style-type: none"> ○ Copying and reusing your own work is also PLAGIARISM! 	NO _____

READ THE FOLLOWING STATEMENT. THEN, PRINT YOUR NAME AND SIGN AND DATE IT.

During the completion of this research project, I have not plagiarized or engaged in academic misconduct of any kind. Plagiarism can include copying information, passing off someone else's words or ideas as my own, reusing my own work, or not citing my sources. I realize that plagiarizing or academic misconduct of any kind may result in the loss of all credit for this assignment, deduction in citizenship, a failing grade, or possibly, harsher penalties

Printed Name _____

Signature _____ Date _____

SHS STUDENT RESEARCH GUIDE & CHECKLIST

Research

- Did I use at least 3 different types of sources to ensure a broad range of information?
(use the research link from the library website to help you!)
- Did I check the library to see if I can find a book source?
- Did I use Utah's Online Library to find data base sources & scholarly information?
- Did I evaluate my sources to make sure they are credible and reliable?
- Did I keep track of where I was getting my information so that I could cite my sources?
- Did I take well organized notes while researching so that I can synthesize the information as I go?

Writing/Presentation

- Was I careful not to copy and paste and to put things in my own words?
(more than 3 exact word copied is plagiarism)
- Is this work I did specifically for this project, not work that I am reusing from an old assignment?
- Did I form a strong thesis and include facts to support my thesis?
- Is my page organized into paragraphs and edited for spelling and grammatical errors?
- Did I use in-text (parenthetical) citations in the following format: (author page#). when paraphrasing or quoting someone else's ideas?
- Did I format my page to be double spaced with one inch margins and use Times New Roman, 12 point font?
- Did I create a header with my last name and page number in the upper right corner?
- Did I list my name, instructor name, course, and date in the upper left-hand corner? (double spaced with each on their own line)
- Did I center the title of my paper with no bold, underline, or italics?

Work Cited Page

- Did I title my page Work Cited with no bold, underline, or italics?
- Did I cite all of my sources (including pictures and graphics) correctly in MLA format? (use Citation machine to help you!)
- Did I put my sources in ABC order?
- Did I use a hanging indent if the citation was more than 1 line?
- Did I keep my page double spaced with no extra spaces between entries?

(For questions about MLA formatting see: <https://owl.english.purdue.edu/owl/section/2/11/>)

Once you can answer yes to all of the questions above sign below and attach this paper to your research assignment.

Name _____ Date _____