



student services

Avoid plagiarism by asking yourself “Have I.....?”

- Taken my notes accurately
- Cited the sources with all the note taking
- Clearly highlighted direct quotations and cited the source
- Clearly highlighted paraphrases and cited the source
- Clearly highlighted summaries and cited the source
- Assembled a ‘Working’ References List containing the full bibliographic details of each source named in-text.
- Used in-text citations when writing an absolute statement, paraphrase and summary
- Paraphrased by:
 - Citing the source
 - Changing the sentence structure
 - Keeping the original meaning
- Used “my voice” by giving my opinion or stating my interpretation of the author's material
- Consulted the latest edition of the CSU Referencing Style Guide
- Sought clarification from the lecturer / subject coordinator
- Sought assistance regarding referencing from a learning skills adviser
- Re-read my writing to check that I have referenced appropriately
- Checked that each of the authors I cited in-text has a corresponding entry in my Reference List