Complete the following checklist before submitting your assignment. This will help to ensure that you have avoided plagiarism.

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| **I have reviewed the following checklist to ensure that all applicable items have been ticked.**  | 🗹 |
| I have kept a copy of all the original sources I used for my assignment. | 🞏 |
| I have read and taken accurate notes from my sources. | 🞏 |
| I have not copied and pasted from the source into my assignment (unless it is a direct quote or image and I have referenced it). | 🞏 |
| I have acknowledged all ideas which are not my own by referencing. | 🞏 |
| I have used direct quotes sparingly, copied the words exactly as in the original, placed the quote inside quotation marks and included an in-text reference. | 🞏 |
| I have paraphrased (i.e. used my own words) accurately when expressing ideas and included an in-text reference. | 🞏 |
| I have included an in-text reference for images, diagrams and figures taken from a source. | 🞏 |
| I have included a reference list of all sources cited in the assignment. All sources in the reference list have a corresponding in-text reference and vice-versa. | 🞏 |
| I have used the correct referencing style and followed the conventions of the style stipulated by my school. Most schools use the APA referencing style <http://www.ecu.edu.au/CLT/pdf/refguide.pdf>. Law students are required to use the Australian Guide to Legal Citation handbook published by the University of Queensland. | 🞏 |
| I have used my own ‘voice’ when writing the assignment and not relied on the words of others. | 🞏 |
| I have not submitted work which is not my own, which has been copied from another person’s work or written by another person. | 🞏 |
|  Parts of previously submitted assignments for the same or another unit have the lecturer’s/tutor’s approval and have been properly referenced. | 🞏 |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

If you cannot tick all boxes on this checklist it is important to review your assignment. If you would like further assistance with how to avoid plagiarism, contact the Academic Skills at learningadviser@ecu.edu.au or visit the Academic Skills Centre Blackboard site under ‘My Communities’ when you log into Blackboard.