

PLAGIARISM CHECKLIST

P

PARAPHRASE IT Put information in your own words.

C

CREDIT IT Indicate when material is borrowed from an author, whether it is a quote or a paraphrase.

Q

QUOTE IT Enclose all quoted words, phrases, and sentences in quotation marks.

C

CITE IT Use the appropriate academic documentation style (APA, MLA, or CSE) to provide the proper in-text citations for each source.

L

LIST IT Provide a complete reference list at the end of the paper.

DISCUSSION POST AND ESSAY TIPS

- **CAREFULLY READ** the questions as they may have several parts, such as compare and contrast.
- **RECALL & WRITE** as many facts related to the question in the response.
- **ORGANIZE** the recalled information into a workable outline. A good essay should at least have an introduction, body, and conclusion.
- **INCLUDE** transition words or phrases to transition from one thought or point to the next.
- **FILL IN** the gaps by adding important information when necessary.
- **GIVE CREDIT** to the original author (*see other side*).
- **KEEP** the response simple.
- **DO NOT** leave a response unanswered.
- **DO NOT PLAGIARIZE.** If material of others is used, give those individuals credit by using quotation marks and appropriate citation. (*See other side*).



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CITING YOUR SOURCES

The following examples are the most common sources used in academic writing. If there is a source used other than the examples given, make sure to consult the full Holmes Unified Writing Guide by scanning the QR code Below.

MLA STYLE:

BOOK:

Author's Last Name, First Name. *Title*. Publisher, Year of Publication.

Example:

Halliburton, David. *Edgar Allan Poe: A Phenomenological View*. Princeton University Press, 1973.

WEB ARTICLE:

Author's Last Name, First Name (if any). "Title of Work." *Title of Site*, Publisher, Date, URL, Accessed Day Month Year.

Example:

Magnusson, M. Denise Schimp. "The Narrative Mask of the Red Death." *EAPoe.org*. The Edgar Allan Poe Society of Baltimore, 2014. eapoe.org/papers/psbbooks/pb20061f.htm. Accessed 17 November 2020.

APA STYLE:

WEBPAGE WITH AUTHOR:

Author's Last Name, Initials. (Year of publication, Month Date). *Title of article*. News Source. URL

Example:

Martin, C.M. (2016, December 29). *Be kind to yourself: How self-compassion can improve your resiliency*. Mayo Clinic. <https://www.mayoclinic.org/healthy-lifestyle/adult-health/in-depth/self-compassion-can-improve-your-resiliency/art-20267193>

For additional examples of styles and sources, please refer to the Holmes Unified Writing Guidelines by scanning the QR code Below.



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SCAN HERE TO ACCESS THE FULL VERSION OF THIS GUIDE.