

<http://www.liu.edu/cwis/cwp/library/workbook/evaluate.htm#plagiarism>  
**Plagiarism**

The idea of research is to study what others have published and form your own opinions. When you quote people, or even when you summarize or paraphrase information found in books, articles, or Web pages, you must acknowledge the original author.

If you use someone else's words or ideas without crediting them, you are committing a type of theft called plagiarism. Plagiarism can be as obvious as turning in another person's paper or project as your own or as subtle as paraphrasing sections of various works. It is also incorrect to copy text from Web pages or other sources without identifying where they came from.

### **How can you avoid plagiarism?**

Take clear, accurate notes about where you found specific ideas. Write down the complete citation information for each item you use. Use quotation marks when directly stating another person's words. Always credit original authors for their information and ideas.

<http://www.citadel.edu/citadel/otherserv/wctr/reaserch.html#check>

### **Revision Checklist** General Questions

1. Does your title engage the reader and suggest the nature of the topic?
2. Is the point of the paper clear?
3. Have you included enough information to support the topic?
4. Is there any extraneous information that should be deleted?
5. Is your introduction interesting? Does it give a clear sense of what the paper is about?
6. Is the body of your paper well organized and developed logically? Is it unified and coherent?
7. Is the material proportioned effectively so that important elements are emphasized?

8. Have you documented all the borrowed words, facts, and ideas you have used?
9. Have you quoted excessively where paraphrasing or summarizing would be better?
10. Is your tone appropriate for the subject and the audience?
11. Do you use concrete examples to illustrate your points?
12. Have you maintained a consistent point of view? (Do not use first or second person!)
13. Does your conclusion end the paper effectively?

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#### Paragraphs

1. Does each paragraph develop logically and have a central point to make? Is the point directly related to the theme?
2. Are your paragraphs adequately developed (4-8 sentences long)? Are any paragraphs only one or two sentences in length?
3. Are any of your paragraphs too long? Can they be divided?
4. Are there smooth transitions between your paragraphs?
5. Are you satisfied that each sentence in the paragraph relates to its central points?

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#### Sentences

1. Are your sentences varied in length?
2. Are they clear and complete? Check for run-on sentences, comma splices, and fragments .
3. Are modifiers near what they modify?
4. Are your sentences varied in form? Are there simple, complex, and compound sentences?
5. Have you used transitions where they are needed?

6. Have you correctly punctuated each sentence?
7. Have you avoided wordy or vague sentences? Can any be written more concisely?
8. Have you avoided the verb "to be" when possible?
9. Have you avoided "I," "you," "we," or "us" in your sentences?
- \*10. Have you avoided contractions?

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### Words

1. Have you used a dictionary for the spelling or definition of unfamiliar words?
2. Have you used any words (e.g. "imply" for "infer") inappropriately?
3. Is your choice of words clear, accurate, and precise?
4. Have you used the appropriate word in context? Is it too informal or informal?
5. Have you avoided jargon, overly technical words, and colloquialisms?

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### Editing

1. One very simple instruction: **READ ALOUD!**
2. Do not try to catch all your errors at once. Break it down so that you read once for spelling, once for comma use, once for quotation marks and parentheses, etc.
3. If you have problems with fragments, start at the end of your paper and read it aloud backwards, one sentence at a time.
4. If possible, give yourself time between readings. You know where your weaknesses are, so set aside a single proofing for each problem area.