

## **Plagiarism Checklist**

When is a source citation needed within the body of the text?

1. There is a quote taken exactly from the source that is enclosed in quotation marks. (Note that a quote that is not included in quotation marks is automatically plagiarism, even if the citation is included)
2. Phrases, sentences or paragraphs have been taken from a source, and words have been deleted, rearranged or changed to synonyms to alter the text but not the meaning or the idea.
3. The idea and the precise meaning of the text has been paraphrased without adding to or changing the idea.
4. The author is referred to directly in the sentence.