AIT checklist for avoiding Plagiarism:

1) **The Golden Rule: Acknowledge all information sources**

2) It is not necessary to reference if the ideas used are:
   (a) Common knowledge (this can include discipline specific common knowledge)
   (b) Your own ideas
   (c) Your conclusions or arguments

3) The use of other sources of information must be acknowledged by the use of in-text citations and full references

4) In-text citations usually consist of the author surname and date and sometimes the page number (please refer to the Library Harvard guide Tab A)

5) Indicate plainly (by the positioning of the in-text citations) which parts of your work are taken from an outside source

6) If you paraphrase (put another’s ideas in your own words) **you must use** an in-text citation

7) If you copy from another work then you must use inverted commas to indicate it is a quotation – if you give an in text citation but do not use quotation marks for a quotation then it is still plagiarism!

8) If you slightly alter a quotation it is still a quotation – it must be changed significantly to eliminate the need to add quotation marks

9) Remember anything you cite in-text must be included in your full reference list
   Note: An exception to this rule is that of a source quoted in another source – in that case – while you include the source quoted in another source in-text, you need only give a full reference to the book you have actually read.

10) Remember a diagram, image or figure must be also referenced (unless you have created it).

11) If you are submitting individual work (as distinct from group project work) – you cannot include other students work unreferenced.