

Checklist: Integrating Source Information into Your Document

Directions: Use this checklist to keep track of your activities as you integrate information from your sources into your document. You can indicate whether you have completed a particular activity by placing an X in the left-hand column. You can also record your notes at the bottom of the checklist.

| Done | Activity |
|--|---|
| | Integrate quotations appropriately. Ask yourself: |
| <input type="checkbox"/> | Have I modified quotations appropriately? |
| <input type="checkbox"/> | Have I identified the source of all quotations? |
| <input type="checkbox"/> | Have I punctuated quotations properly? |
| | Integrate paraphrases appropriately. Ask yourself: |
| <input type="checkbox"/> | Have I accurately paraphrased my sources? |
| <input type="checkbox"/> | Have I identified the sources of my paraphrases? |
| | Integrate summaries appropriately. Ask yourself: |
| <input type="checkbox"/> | Have I accurately summarized my sources? |
| <input type="checkbox"/> | Have I identified the sources I summarize? |
| | Use numerical information appropriately. Ask yourself: |
| <input type="checkbox"/> | Have I used charts, graphs, and figures when appropriate? |
| <input type="checkbox"/> | Have I identified the sources of numerical information? |
| | Use images, audio, and video appropriately. Ask yourself: |
| <input type="checkbox"/> | Have I identified the authors of these materials? |
| <input type="checkbox"/> | Have I respected the fair use guidelines for reproducing copyrighted materials? |
| Notes: | |
| | |