

# 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
	<b>Integrate quotations appropriately. Ask yourself:</b>
<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?
	<b>Integrate paraphrases appropriately. Ask yourself:</b>
<input type="checkbox"/>	Have I accurately paraphrased my sources?
<input type="checkbox"/>	Have I identified the sources of my paraphrases?
	<b>Integrate summaries appropriately. Ask yourself:</b>
<input type="checkbox"/>	Have I accurately summarized my sources?
<input type="checkbox"/>	Have I identified the sources I summarize?
	<b>Use numerical information appropriately. Ask yourself:</b>
<input type="checkbox"/>	Have I used charts, graphs, and figures when appropriate?
<input type="checkbox"/>	Have I identified the sources of numerical information?
	<b>Use images, audio, and video appropriately. Ask yourself:</b>
<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?
<b>Notes:</b>	