

## Good Scientific Practice in Written Work<sup>1</sup>

Check whether the following points apply to your work!

If you have not fulfilled one of these points or are unsure what it means, you should correct your work and talk to your supervisor if necessary.

1. I have read and understood the formal requirements for the preparation of this paper. – where I was unsure, I asked.
2. I checked with my lecturer or a library staff member when I was unsure how to reference materials and sources.
3. I have recorded and kept all documents and materials (e.g., lab notes, sources used) that I used to prepare the paper (these could be requested by supervisors or third parties) and correctly described and referred to them in my paper.
4. I can explain the results and thought processes set down in the work and comprehensibly demonstrate where and how I have collected and utilized information.
5. I have clearly marked all verbatim quotes from the works of others as such (quotation marks and source citation).
6. I clearly marked and correctly cited all ideas and lines of reasoning and questioning acquired from other sources (paraphrased) or developed based on these.
7. All text passages that are not marked as verbatim quotes are formulated in my own words. Where contents were taken over indirectly (paraphrase), these were formulated and structured in my own words – they are not marginally changed takeovers.
8. I compared my work with my notes to make sure I correctly referenced all transfers from outside sources (citations, ideas, data, etc.).
9. I have fully cited all sources used according to the specifications in the bibliography and list of references and have applied a consistent style. The entries in the bibliography (long titles) correspond to the information in the body text (short titles).
10. I have conscientiously checked my source references for completeness and correctness (e.g. page reference for essays, indication of URL and access date or persistent identifier for electronic sources).
11. I have not already submitted this work elsewhere as a proof of performance. I have correctly marked sections taken from my own previous work.

Name

Place, Date

<sup>1</sup> This checklist is based on the “Academic Integrity Checklist” of York University, Toronto Canada, available online at: [http://www.yorku.ca/tutorial/academic\\_integrity/AIform.pdf](http://www.yorku.ca/tutorial/academic_integrity/AIform.pdf), last checked on 22.02.2013, and has been adapted for use at JGU.