Checklist correct citing

Plagiarism refers to the incorporation of information from an external source into your own work without mentioning that source and its author.

The following practices are considered plagiarism:
- Copying text or content from an external source (another's intellectual property) without mentioning that source.
- Copying sections from one's own earlier work without clearly indicating this (self-plagiarism).
- Citing online sources without the DOI, URL and date of access.
- Translating foreign-language texts without citing the original as a source.
- Having another person write your work.
- Omitting quotation marks or in-text references.

Always check your work before submitting it to ensure that your citations are correct. Bear in mind the following:

Have you drawn a clear distinction between others' intellectual property and your own work?

Have you used the standard citation style for your discipline or the relevant journal?

Have you used the citation style correctly and consistently?

Have you put quotation marks around all direct (word-for-word) quotations?

Have you provided an in-text reference including the page number for all direct quotations and listed the relevant sources in the bibliography?

Have you provided an in-text reference for all paraphrases and listed the relevant source in the bibliography?

Does the bibliography contain every source you have used? (Only list sources you have actually used.)

If you have used one source several times in the text, are the source references consistent?

Are your bibliographical details complete?

Have you included unpublished sources?

Have you cited a source for all tables, illustrations, graphics and other images you have used?

Have you checked who owns the rights to content you have used? (This includes images, graphics, videos, etc.)

Have you marked your own tables, illustrations, graphics and other images as your own work?

Do all figures have a legend?

Have you provided the DOI and/or URL for all online sources you have used? Have you included the date on which you last accessed your online sources?

Have you listed all tools you have used? (For example: translation tools, text generation tools, etc.)

Have you defined all technical terms and provided sources as necessary?

Have you signed and attached the declaration of originality?