

**APA @ Conestoga Checklist: Quoting & Paraphrasing**  
**[Fall 2015 – Winter 2016]**

Check	Elements to Include
	<b>Basic Standards for Academic Integrity</b>
	citations included for all quotations and paraphrases
	<b>Quoting &amp; Paraphrasing</b>
	<b>Quotation format according to length: &lt; or &gt; 40 words</b>
	<b>quotations of fewer than 40 words</b>
	used quotation marks
	punctuated after citation if finishing sentence
	<b>quotations of 40 words or more</b>
	no quotation marks
	started on new line
	indented
	punctuated after citation if finishing sentence*
	<b>Changes to quotations (if applicable)</b>
	punctuation mark at the end of the quote can be changed to fit sentence
	first letter of the first word can be changed to upper or lower case letter
	double quotation marks changed to single quotation marks when quoting a quote
	to add information to quote use [ ]
	use ellipsis to leave out part of quote: ...
	<b>Paraphrasing</b>
	use your own words
	use your own sentence structure