

Evidence & Citation Tracker

Essay Topic: _____

Due Date: _____

Source Master List

#	Source Type	Author(s)	Title	Publication Year	Credibility ✓
1					
2					
3					
4					
5					
6					

Source Types: Journal, Book, News, Website, Report, Interview

Evidence Collection Grid

Source #	Key Quote/Evidence	Page/Para	How It Supports Your Argument	Use in Section

Citation Quick Reference

In-Text Citation Format

Direct Quote:

- Example: According to Smith, "quote here" (15).
- Your citation: _____

Paraphrase:

- Example: Research shows that paraphrased idea (Smith 15).
- Your citation: _____

Multiple Authors:

- 2 authors: (Smith and Jones 20)
- 3+ authors: (Smith et al. 25)

Works Cited/References Builder

Citation Style: [] MLA [] APA [] Chicago

Complete Citations (Copy to final draft):

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

Plagiarism Prevention Checklist

- ☐ All direct quotes are in "quotation marks"
- ☐ Every quote/paraphrase has in-text citation
- ☐ Paraphrases use my own words and sentence structure
- ☐ Common knowledge claims need no citation
- ☐ All sources appear in Works Cited/References
- ☐ Citation format is consistent throughout
- ☐ Checked work through plagiarism detector (if available)

Evidence Balance Tracker

Count sources per paragraph/section to ensure balanced support:

Section/Argument	Source #s Used	Evidence Count	Notes
Introduction			
Point 1			
Point 2			
Point 3			
Counterargument			
Conclusion			

Goal: 2-3 pieces of evidence per major point

Quick Tips

Direct Quotes - Use when:

- Exact wording is powerful or unique
- Defining technical terms
- Expert testimony adds authority

Paraphrases - Use when:

- Explaining complex ideas simply
- Integrating multiple source points
- Maintaining your writing voice

Always cite: Quotes, paraphrases, statistics, specific facts, others' ideas

Never cite: Common knowledge, your own analysis, widely known dates/events