

Summary Checklist

Use this to double check your summary before submitting it to the instructor.

Check	Does your summary include these pieces?
	Follows the prescribed MLA or APA format (header and page number, title, etc.)
	Begins with a sentence that includes the article's title, author's name and the central idea for the entire article
	Mentions key points the author uses to support the central idea
	Focuses on the main ideas, rather than the minor points
	Is shorter than the article (approximately 15% the length of the original piece)
	Is written in your own words
	Does not include any quotation marks
	Follows the same order or sequence as the original text
	Helps the reader understand the meaning within the original text
	Ends with a clear concluding statement
	Cites the article (work cited entry): author's last name, title of article, name of publication, date published, page numbers, medium
	Includes the college's academic integrity statement