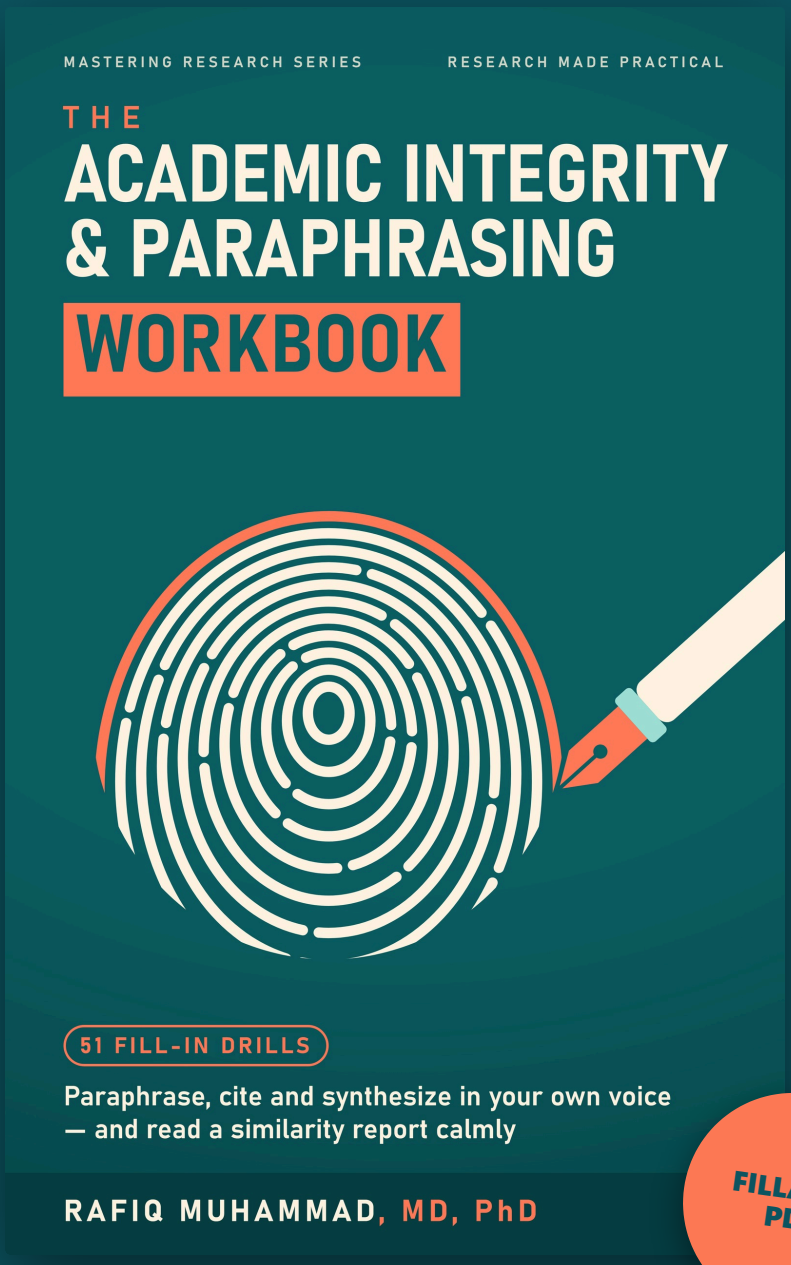
FILLABLE TEMPLATE KIT



The Academic Integrity & Paraphrasing Template Kit

51 fillable templates · US Letter & A4 · type, save, print

The companion kit to the workbook shown above. It contains the templates only. The chapters and the completed examples are in the book.

Rafiq Muhammad, MD, MIHMEP, PhD · Kit Edition 1.0 · 2026 · KIT-WB13

How to use this kit

This kit contains every fill-in template from *The Academic Integrity & Paraphrasing Workbook*, one per page, in the order you will use them. Each page tells you in a few lines how to fill it in.

> **On screen:** open the PDF in Adobe Acrobat Reader (free), Microsoft Edge, Google Chrome or macOS Preview. Click any white box and type; boxes grow to more lines where answers are long. Tick boxes with a click. **Save often** (Ctrl/Cmd + S) — your answers stay in the file.

> **On paper:** print any page; every box is sized for handwriting.

Working with a supervisor? Each template ends with a sign-off line, so you can bring pages to meetings as they are done.

First time doing this? The kit gives you the tools; the workbook teaches the method. *The Academic Integrity & Paraphrasing Workbook* explains every template and shows a completed example of each one, built around a single study from start to finish.

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Template map

51 templates in the order the workbook uses them. Click a row to jump to it; tick **Done** as you finish each one.

#	Template	Page	Done
Chapter 1 · Integrity Is a Skill, Not a Threat			
1.1	Plagiarism Types Decoder	6	☐
1.2	"Why It Happens to Good Students" Self-Reflection	7	☐
1.3	Integrity Mindset Sheet	8	☐
1.4	Source-Use Vocabulary Decoder	9	☐
Chapter 2 · The Root Cause: Note-Taking & Reading Workflow			
2.1	Plagiarism-Proof Note-Taking Template	10	☐
2.2	Quote/Paraphrase/My-Idea Color-Coding System	11	☐
2.3	Read → Close → Recall → Write Drill	12	☐
2.4	Source-Tracking Note Card	13	☐
Chapter 3 · Quote, Paraphrase, or Summarize?			
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3.2	Technique-Appropriateness Sheet	15	☐
3.3	Source-Use Balance Audit	16	☐
Chapter 4 · Real Paraphrasing I: The Techniques			
4.1	The Paraphrasing Techniques Card	17	☐
4.2	Synonym-Swap Detector	18	☐
4.3	Structure-Change Drill (with model answer)	19	☐
4.4	Word-Form & Voice-Change Drill (with model answer)	20	☐
4.5	Distance Check	21	☐
Chapter 5 · Real Paraphrasing II: Graduated Drills			
5.1	Paraphrase-the-Paragraph Drills (Levels 1–4)	22	☐
5.2	Self-Check Rubric for Paraphrases	24	☐
5.3	Discipline-Specific Drill Set	25	☐
5.4	Paraphrase Revision Log	26	☐
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CHAPTER 3 · QUOTE, PARAPHRASE, OR SUMMARIZE?

3.1 Quote vs. Paraphrase vs. Summarize Decision Tree

Purpose: Choose the right technique for any source use by asking a short series of questions in order — the first "yes" gives the technique.

Estimated time: 20–30 min

Completed example: Template 3.1 in The Academic Integrity & Paraphrasing Workbook.

How to fill this in

1. Ask the questions in order; stop at the first "yes" — that is your technique.
2. Q1 — Do the exact words matter (precise definition, memorable phrasing, a claim you will analyze)? → Quote.
3. Q2 — Do you need one specific point, but the wording does not matter? → Paraphrase.

A Source You Want to Use	Walk the Tree (the first "yes" wins)	Technique
A precise legal definition you will analyze		
One study's key finding for your review		
A whole article's overall argument, briefly		
Three studies that agree, under your point		

Output: A technique chosen — on purpose, by rule — for each of your source uses, so the paraphrasing and summarizing chapters that follow have the right job to execute.

Supervisor sign-off	Date	Comments

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CHAPTER 5 · REAL PARAPHRASING II: GRADUATED DRILLS

5.2 Self-Check Rubric for Paraphrases

Purpose: Score your own paraphrase against explicit criteria — meaning, structure, voice, distance, citation — so "probably fine" becomes a real judgment.

Estimated time: 15–25 min

Completed example: Template 5.2 in The Academic Integrity & Paraphrasing Workbook.

How to fill this in

1. Score each criterion as pass or not-yet, not as a vague overall impression.
2. Be strict on "structure changed" — it is the criterion synonym-swaps fail.
3. Be strict on "meaning kept" — it is the criterion over-paraphrasing fails.

Criterion	My Paraphrase — Pass? (Pass Standard)
Meaning kept	
Structure changed	
Voice mine	
Far enough	
Cited	

Output: A scored paraphrase with any weak criterion named — the standard you hold every drill and every future paraphrase to, turning practice into measurable improvement.

Supervisor sign-off	Date	Comments

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End of the sample

This sample shows 2 templates: 3.1 Quote vs. Paraphrase vs. Summarize Decision Tree; 5.2 Self-Check Rubric for Paraphrases.

The full The Academic Integrity & Paraphrasing Template Kit has 51 fillable templates, each on its own page, with the template map, bookmarks and a Done box for every template, in US Letter and A4.

You can buy the full kit on the page where you downloaded this sample.

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