

What Do I Need to Document?

There are three things you always need to document in your projects.



Anytime you use words that you did not originally say or write, you need to enclose them in quotation marks and include documentation that explains who said or wrote those words and where to find the original version.



When you paraphrase or summarize what someone else has said or written, you need to include documentation that explains who originally said or wrote those words and where to find the original version.



If you use an asset someone else has created, you need to include documentation that indicates who originally created (or who owns) that asset and where to find the original version. Assets you might use include photographs, drawings, illustrations, comics, sound recordings, videos, cartoons, animations, and screenshots.

This resource was designed to accompany Markel & Selber's Technical Communication (12th ed), which is the source of the three research sources to document stated above (p. 620). Icons from The Noun Project, downloaded as a NounPro for Education member. Design inspired by "Thinking Visually" features in Markel's Practical Strategies for Technical Communication (2nd ed). Created by Traci Gardner. Available under a CC BY-SA-NC 4.0 license.