PLAGIARISM POLICY HANDBOOK

A SSTUDENT'S GUIDE TO ACADEMIC INTEGRITY

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About this Handbook

Plagiarism has always been a plague on academic institutions and research centers alike. This handbook shows clearly and elaborately what is and what is not plagiarism. It explains its types and consequences, indicates the methods of detecting it, and finally sets an appropriate policy for preventing it and dealing with it.

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Preface

This handbook serves the needs of the faculty and student population at KARABÜK UNIVERSITY who find themselves in situations where they are required to have a basic knowledge about plagiarism, to prevent it, to avoid it or to deal with it in case it is detected. Without a clear policy, plagiarism could spread like a virus in any academic institution and would easily find its way into research projects and assignments. Without a clear policy, each professor would set his or her own methods of dealing with plagiarism.

The faculty will find this handbook useful because it will help them clarify plagiarism to the students, prevent its occurrence, detect it in students' work and deal with it in a very specific way when detected.

The students, on the other hand, will find the handbook useful because it explains to them what plagiarism is and is not, what its types are, what penalties will be facing if they plagiarize, and how to avoid it.

This handbook will surely be updated regularly, since new methods of plagiarism will constitute new threats to academic integrity and must therefore be dealt with using new anti-plagiarism techniques. Moreover, new computer applications and plagiarism detection software will be available in the market and would therefore need to be overviewed and explained.

This handbook must not be mistaken for a guide to referencing. It does not tech how to cite or document sources.

What Is a Plagiarism Policy and Why Do We Need It?

A plagiarism policy is a course of action and a set of measures adopted by an academic institution regarding plagiarism. The purpose of this policy is prevent and stop plagiarism. Honesty, in every academic institution, is of the highest priority and is a constant requirement. It is therefore important to all supervisors, researchers, teachers and students to be familiar with and to apply a policy that would help the institution they work for maintain this honesty. Having a clear plagiarism policy is like having a rulebook that unifies and harmonizes regulations and measures regarding plagiarism and puts every individual on the same track to achieve the same objectives required by the university. It also helps faculty members pass on the concept of academic integrity to their students and sharpen their awareness about this issue. This policy would also ensure that students, faculty and staff would meet local, national and international standards for academic integrity.

Plagiarism Defined

Although the definition of the term "plagiarism" varies from one academic institution to another, all institutions agree that the term carries negative, undesirable and unacceptable implications. Colin Neville in his book *The Complete Guide to Referencing and Avoiding Plagiarism* states that "even the word [plagiarism] is ugly, with its connotations of plague and pestilence", and then defines plagiarism "in an academic context" as "a deliberate decision not to acknowledge the work of others in assignments – or deliberately ignoring an obligation to do this" (Neville, 2007, pp. 4-5). According to the *Oxford Dictionary*, to plagiarize is "to copy another person's ideas, words or work and pretend that they are your own" (Hornby, 2010, p. 1155).

The Two Main Types of Plagiarism

There are mainly two types of plagiarism in terms of awareness: intentional and unintentional plagiarism. The former type is when an individual plagiarizes with full awareness of the process and its consequences. The latter type is when the individual either has poor knowledge of the forms plagiarism might take or falls short of stating the source clearly (either because he or she forgot to give credit or did not understand the citation rules). Whatever reason is behind the second type of plagiarism, it is the result of ignorance on the plagiarist's part. A person is described a "plagiarist" whether he or she commits the first type or the

second type of the act of plagiarism, and the same penalties should be exacted on both types.

In order to avoid these two types of plagiarism and to make others avoid them, several issues must be tackled in this handbook, such as the criteria by which a person is judged as a plagiarist, academic integrity, intellectual property, and copyright laws.

What Makes a Person a Plagiarist?

To answer this question, we will have to remember the fact that any use of someone else's ideas or words without giving credit is considered an act of plagiarism and that the person who does this will have to face the consequences of this act. Therefore, if the use of another person's ideas or words coincides with the failure to acknowledge the source of those ideas or words turns the user into a plagiarist.

Plagiarism is neither a matter of quantity nor a matter of quality. Taking a sentence from a source without giving credit is as much an act of plagiarism as taking the entire source without giving credit. To use a simple figure of speech to elucidate this idea, what makes a thief a thief is the act of stealing, be it stealing a single dollar or stealing a million dollars. Students often fall into the misconception that as long as they take a few sentences from here and a few from there, it is allowed. That is never true. Likewise, the quality of the ideas or words used does not determine whether the user is a plagiarist or not. Just because the ideas used without credit do not carry much weight and are not that significant does not clear the user of plagiarism. To resort again to everyday language to clarify this, the act of stealing your neighbor's pencil is as much sinful as the act of stealing his car.

A distinction is worth making at this point between borrowing and stealing. The act of "borrowing" requires permission. When authors or researchers have their works published, the agreement among them, the publishers and the reading public is stated in the copyright statement that appears on the publication.

Forms of Plagiarism

According to the *MLA Handbook for Writers of Research Papers*,

> the most blatant form of plagiarism is to obtain and submit as your own a paper written by someone else. Others, less conspicuous

forms of plagiarism include the failure to give appropriate acknowledgment when repeating or paraphrasing another's wording, when taking a particular apt phrase, and when paraphrasing another's argument or presenting another's line of thinking. (MLA Handbook for Writers of Research Papers, 2009, p. 56)

Owing to the elusive nature of plagiarism and to the diversity of citation methods available, students feel easily tempted to plagiarize, intentionally or unintentionally, and may at times feel confused and cannot find out if they are plagiarizing or not. It is therefore important to know exactly what forms plagiarism might take. Below is a list of these forms:

1. Copying somebody else's idea and claiming it is yours is considered plagiarism.
2. Copying somebody else's words without acknowledging the source is considered plagiarism.
3. Claiming that an entire work is yours while it is not is considered plagiarism.
4. Quoting, citing or paraphrasing somebody else's speech, written words, text messages and emails without acknowledging this is considered plagiarism.
5. Failing to provide a clear documentation of the source you have cited is considered plagiarism.
6. Copying material from the internet without citing the source is considered plagiarism.
7. Using ideas from your own previous works without acknowledging it and documenting the source is also considered an act of plagiarism. This form of plagiarism is called "self-plagiarism".
8. Presenting somebody else's work inaccurately or falsifying it, whether partially or entirely, without acknowledging the source is plagiarism.
9. Purchasing readymade essays, articles, research papers, assignments, etc. and submitting what is purchased to an academic institution to fulfill a course requirement is plagiarism even if you acknowledge the source.
10. Asking a person to write an essay or research paper or to do an assignment or project for you is also plagiarism even if you acknowledge the source.

When Is Credit Not Required?

As mentioned above, using somebody else's idea without giving credit to the source is considered an act of plagiarism. However, there are cases where you can use an idea without giving credit. These cases are not regarded as plagiarism, and they are:

1. Using your own original ideas
2. Using common knowledge
3. Using proverbs, sayings, catch phrases, everyday phrases, idiomatic expressions and clichés
4. Using generally accepted facts
5. Using ideas available in multiple sources

Intellectual Property (IP) and Copyright Laws

The term "Intellectual Property" in its legal context refers to "an idea, design, etc. that somebody has created and that the law prevents others from copying" (Hornby, 2010, p. 810). The right devised to protect this property is called "copyright". Therefore, copyright is the right held by an individual or organization to publish, broadcast, or perform a work. Any other person or organization that wishes to use this work cannot do so without asking the copyright owner for permission (Hornby, 2010, p. 337).

Although intellectual property and copyright laws are directly related to law and business, they are most relevant to academic institutions like schools and universities. Individuals studying, working or related to these institutions must be familiar with these terms and must abide by the regulations set regarding copyright and intellection property. If this is not the case in any such institution, the academic integrity of that institution would be threatened or at least questioned.

Avoiding Plagiarism

Any attempt at the preservation of the academic integrity of an institution must begin with prevention before cure. For this reason, avoiding plagiarism is of utmost importance. The following steps are essential in avoiding any type or form of plagiarism:

1.	**Familiarity with Plagiarism**
	Being familiar with what plagiarism is and what it is not, as well as with its types and forms is the first step to avoid plagiarism.
2.	**Acknowledging Your Sources**
	Whenever you take and use any information from any source, always give credit. This step protects your academic honesty and you will not be accused of being a plagiarist.
3.	**Familiarity with Referencing Rules**
	If you know the rules used to reference sources, you will not commit the error of misreferencing a source. You should bear in mind that there are various styles to reference your sources.
4.	**Quoting**
	Whenever you feel the need to enrich your research with others' opinions, you can always quote the words mentioned word by word and then acknowledge the source after ending your quotation. In this way, you avoid plagiarism and at the same time preserve the rights of the person or party you are quoting.
5.	**Summarizing and Synopsizing**
	Sometimes the text you wish to quote is too long. If you quote it, you will be accused of overquoting your source and it will also disrupt the overall streamline of your essay or research paper. It would be better in this case to summarize your text instead of quoting it. Summarizing is providing a short version of the source text in your own words, focusing on the main idea(s) and leaving out the minor idea(s). Do not forget to cite your source after your summary. If you do not cite the source, you will become a plagiarist, because you are summarizing someone else's ideas, though the words are your own.

A synopsis is shorter than a summary. A synopsis may also be a summary of a summary. For example, if you read a summary made by a person of another person's book, and then you write a summary of this summary, your summary would be called a "synopsis". |

6.	**Paraphrasing**
	Another way to avoid plagiarism is by paraphrasing your source or part of your source. Paraphrasing is rendering your source text in your own words. You may borrow words from your source text, but you should not reproduce the same sentences. Paraphrasing is not the same as summarizing, because when you paraphrase you do not condense the original text or leave out ideas from it. The difference between the paraphrase and the original must be in wording only. Remember to always cite your source after you paraphrase it to avoid plagiarism.
7.	**Use Plagiarism Detection Software**
	You can always make use of computer software and web applications that help you detect plagiarism in your work.
8.	**Proofreading**
	Proofreading is reading your work after you are done writing it with a view to finding out the errors you may have committed. Some of these errors may involve plagiarism. Perhaps you forgot to cite a source, misquoted a source, or misused citation rules. By correcting these mistakes, you save yourself from being accused of plagiarism.

The Burden of Proof

When plagiarism is detected, who should be held responsible for it? No doubt, the responsibility lies on the shoulder of the plagiarist. However, other parties can play a significant role in preventing such cases.

The Responsibility of the Student

The student who plagiarizes shoulders all the responsibility for his or her act.

The Responsibility of the Supervisor

Supervisors must constantly make it clear to their students that plagiarism is a violation against academic integrity. They should also constantly remind their students of the consequences they will suffer if they plagiarize. They should encourage them to read this handbook and ask

questions about plagiarism. Supervisors should not show any leniency when they detect any acts of plagiarism in their students' work. They should convey to their students the academic principle that "Honesty and integrity are the hallmarks of good character and are expected from everyone. Dishonesty in any form, including cheating and plagiarism, is wrong and will not be tolerated." Supervisors should therefore play their positive role regarding plagiarism by

1. Educating the students about plagiarism
2. Reading this handbook
3. Encouraging their students to read and follow this handbook
4. Encouraging their students to ask questions about plagiarism
5. Making sure that their students are aware of the ways to avoid plagiarism
6. Making it clear to their students that they have to know citation rules
7. Detecting acts of plagiarism in their students' work
8. Encouraging students to check their own projects for plagiarism before turning them in.
9. Following the plagiarism policy set in this handbook when an act of plagiarism is detected in their students' work

The Consequences of Plagiarism

Like any act of violation of set regulations, plagiarism should not be overlooked, permitted or allowed to pass without punishment. Any academic institution that detects plagiarism and identifies the plagiarist should exert its authority to exact specific penalties, and the plagiarist must be made to suffer the consequences. These nature and weight of these consequences should be proportionate to the nature and degree or the act of plagiarism in question. They can be summarized as follows:

1. Obtaining a written warning that will be recorded in the plagiarist's file.
2. Disregarding the research paper, essay, article, book, assignment, report, etc. where plagiarism is detected.
3. Giving the student who plagiarized zero or deducting points from the plagiarizing student's total grade.
4. Disallowing the plagiarizing student to appeal his or her grade.
5. Failing the course.

PLAGIARISM POLICY

The act of plagiarism is clearly a sign of academic dishonesty and misconduct and an abuse of professional standards. It is therefore important that any academic institution should take specific action against and impose clear penalties upon plagiarists. KBU's plagiarism policy is stated in the points below and should be observed and adopted by all KBU faculty and students:

1. The principle of academic honesty and integrity occupies a very high position on the list of ethical standards at KBU, and this principle should be observed by instructors and students alike. It should be required by the instructors from the students.
2. Practices that preserve academic integrity such as giving credit to sources from which extracts are taken or ideas are borrowed should be promoted by faculty.
3. Instructors should encourage students to obey the principles of academic honesty and integrity.
4. When a supervisor faces a case where a student has committed an act of plagiarism or academic misconduct, he or she is required to take an action. Depending on the supervisor's judgment, he or she may give the student a penalty grade.
5. When the instructor gives the student a penalty grade for an act of plagiarism or academic misconduct, he or she must submit an academic dishonesty report to the student's department. The department will then send duplicates of the report to the student, to the dean of the college and to the student's academic record temporarily till it is confirmed or reconsidered.
6. The report will stay in the student's record unless:
7. The same instructor requires it to be removed with clear cause and explanation
8. The student shows, in writing, a full respect to the university's principle of integrity.
9. The dean forms a hearing committee and the committee advises that the report should be removed.
10. The student who commits an act of plagiarism or academic misconduct must complete a training session on academic integrity and academic misconduct provided by a teacher selected by the dean and pass a 30-minute MSQ Plagiarism and Academic Integrity Test.

11.   When facing a case of plagiarism or academic misconduct, the dean may call for an academic disciplinary hearing.
12.   The decision of dismissal from a course as a result of plagiarism must not come into effect without an academic disciplinary hearing.

Plagiarism Detection Methods

There are three methods for detecting plagiarism: the manual method, the manual-electronic method, and the electronic method. The manual method is the traditional and the oldest one. It is conducted through manually searching printed materials and comparing them with the written work in question. This method has the following disadvantages:

1. It consumes a lot of time and effort.
2. It relies heavily on coincidence.
3. It requires access to a large huge of printed materials.
4. It requires an experienced and intuitive supervisor who knows exactly how and where to search and what precisely to look for.
5. It is not practical at all if the supervisor has a large number of students whose projects must all be checked for plagiarism.

With the recent advances in science and technology, particularly the Internet, detecting plagiarism is becoming an easy process. The manual-electronic method emerged of detecting plagiarism emerged towards the end of the twentieth century with the advent of the Internet and has ever since been used. It involves running a word search or phrase search through Internet browsers such as Google Chrome or Internet Explorer. By selecting text from the written work in question and using it as the key search text within the browser. The browser will then run the search and retrieve all the webpages with the matching text. The supervisor would then check the retrieved webpages to decide if plagiarism is involved or not and point out which of these webpages was used by the plagiarist. Sometimes cases of "double plagiarism" (using two sources without giving credit), "triple plagiarism" (using three sources without giving credit), or "multiple plagiarism" (using more than three sources without giving credit) may be discovered. This method is both manual and electronic because it requires the supervisor's effort and time as well as computer software applications. Its advantages over the first method include its elimination of

the supervisor's effort and time, its speed, its matching accuracy, its ability to search electronic materials, and its ability to check a larger number of documents for plagiarism. However, it does have the following disadvantages:

1. It requires access to the Internet
2. It requires an effective Internet browser
3. It requires a powerful search engine with a large database
4. It searches electronic archives only. If the plagiarist used a printed document that has no electronic version available online that is searchable, no match will be found.
5. It fails to search scanned documents that are available online in image format.
6. It may skip zipped or compressed documents, thought this will depend on the effectiveness of the search engine.

The electronic method of plagiarism detection requires very little effort on the supervisor's part, limited in fact to uploading or identifying the documents in question to the software application and clicking a button to run the search. The application will do the entire job for the supervisor.

Compared to the second method, this one is the faster of course. It also consumes less time and effort. It does not require supervisors experienced in detecting cases of plagiarism. It has all the disadvantages of the second method as well, plus the disadvantage that a soft copy of the document in question must be available to the supervisor. The next section mentions the most common plagiarism detection software applications available with an introduction and a description of the characteristics of each.

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