Welcome to the College of Arts & Sciences!

As part of Georgia State University's College of Arts & Sciences, you belong to a community that values integrity and honesty as the foundation of all academic and professional efforts.

Each member of this community must become familiar with and uphold the Student Code of Conduct and Academic Honesty Policy.

● **Do you know the fundamental values of academic integrity?**

The International Center for Academic Integrity lists them as:
- honesty
- trust
- fairness
- respect
- responsibility
- courage

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As a responsible scholar, it's your duty to report breaches of the academic honesty policy. Read more from the Office of the Dean of Students.

03.

Preventing Plagiarism

No matter your academic background, graduate school will challenge you.

Through discipline and hard work, you'll achieve your academic and career goals. As you continue your education, remain committed to presenting your work honestly and ethically.

The aim of this guide is to help you avoid common plagiarism infractions.

Whether intentional or not, you can be charged with academic dishonesty for several reasons other than direct plagiarism (copying another's work verbatim).

Hurried, sloppy writing and lack of cautious review often lead to errors when attributing sources.

Seek help when uncertain how or what to cite. Give each draft the adequate time and attention it deserves and follow the standards required by your academic field.

Per the GSU <u>honesty policy</u>, you can be charged with academic dishonesty if you engage in any of the following:

- Allowing another student to copy your work
- Claiming another student's work as your own
- Collaborating with other students without authorization
- Providing misleading or falsified data or research
- Submitting your work multiple times without proper revision, citation, and permission (self-plagiarism)
- Neglecting to properly attribute and cite sources, authors, or researchers
- Paraphrasing ideas from sources without changing writing structure, style, or language
- Presenting concepts or products without attributing credit to the theorists or inventors
- Using images, videos, or music without permission or in violation of copyright policies

Recognize Plagiarism and Strengthen Your Academic Integrity

● By incorporating these best practices in your work, you can recognize and prevent plagiarism in your scholarship.

1. Learn how and when to cite sources.
2. Format sources correctly.
3. Credit sources immediately and frequently.
4. Develop and refine a suitable research method.
5. Engage in respectful collaboration.
6. Be time-conscious.
7. Present your work honestly.

ONE

● Learn how to cite sources

To help prevent plagiarism, consider carefully how you should cite and quote sources. As you create content, you may wonder what constitutes an original idea or common knowledge. Ensure you know the difference between common knowledge, direct quotations, summaries, and original ideas. Determine, based on that content, if citation is required and the appropriate citation format.

It's not necessary to cite what's known as common knowledge but deciding what qualifies can seem confusing and ambiguous. Typically, common knowledge refers to concepts or theories widely identified and accepted within your area of study. Additionally, common knowledge includes information known to the general public, which can be easily fact-checked and documented through multiple credible sources. If wondering whether information classifies as common knowledge, ask faculty for clarity as to whether most scholars in the field recognize the term or idea; otherwise, it's best practice to cite your sources.

Using exact wording from your sources requires quotation marks at the beginning and end of the sentence or paragraph to indicate the original words of an author (known as a direct quote). Don't risk possible plagiarism by disregarding the ever-important quotation mark and in-text citations. These are vital components to citing your sources appropriately.

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As you build your research, be mindful when synthesizing and summarizing the contributions of others. As you paraphrase, you'll still cite and provide the correct source reference, but you must present your summary using your individual voice, language, and content structure.

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If including original content or ideas you created, it's not necessary to cite yourself (although it doesn't hurt to do so). However, you should always cite and reference the words, concepts, research of others, so be certain your work is truly original.

Be careful to avoid self-plagiarism. If you wish to include original work previously submitted elsewhere, you must ask your current instructor for permission to revise and reuse the work, and you must cite yourself just as you would anyone else. If in doubt, ask your instructor for guidance.

TWO

- Format sources correctly

Although there are differing international and cultural expectations for citing materials and acknowledging sources, as a GSU student, you are expected to follow the style manual preferred by your faculty or supervisors. Your citation style will depend upon your discipline. If uncertain of the correct style, check with your instructor or subject librarian sooner rather than later. Review the assignment instructions and course syllabi as they should outline the requirements. When citing your sources, pay attention to guide updates and follow the current edition guidelines consistently.

THREE

- Credit sources immediately and frequently

Even if accidental, neglecting to attribute and cite your sources correctly can lead to charges of academic dishonesty. Develop a strategy for including and referencing your source information immediately as you research and draft your argument and evidence. Don't risk losing your credibility by failing to properly quote, reference, or credit your sources.

FOUR

- Develop and refine a suitable research method

As you expand upon the credible contributions of others to support and elevate your research, do create a logical process of tracking and citing your sources that best suits your writing process. There's value in this! You can prevent unintentional mistakes by developing an effective and common-sense approach when incorporating and referencing your sources properly.

FIVE

- Engage in respectful collaboration

Collaborative work in graduate school offers the opportunity to hone your team building and leadership skills, present and discuss your research, and learn from your classmates directly. It's a meaningful part of your graduate journey. However, before working with your colleagues, you should confirm with the instructor if collaboration is permitted. As many classes are now virtual, be advised not to share drafts or assignments with online study groups or chatrooms. You can still be charged with plagiarism if someone presents your shared work as their own without your knowledge.

SIX

- ## Be time-conscious

Waiting until the last minute to tackle your papers or assignments brings unnecessary stress, worry, and potential errors in your work. Be kind to yourself by allowing sufficient attention to researching, writing, and formatting correctly. Dedicating extra time to revising and understanding your sources reduces the possibility of overlooking regrettable citation errors. Improper citation can lead to plagiarism charges so make the effort to ensure all sources are properly included and cited within your work.

SEVEN

● Present your work honestly

As a scholar, you strive to maintain integrity professionally and academically, which builds trust and confidence among your peers and instructors. When you expand upon others' works, you need to cite your sources often and correctly. If not, you're presenting all content as your own original thoughts or creations. You must inform the reader of whose efforts you are building upon by citing them in your references, footnotes, or works consulted/cited page.

Consequences of plagiarism

● **As busy scholars, we're bound to make mistakes on occasion.**

That's why it's important to be aware of the plagiarism pitfalls and review your work thoroughly as not to violate academic integrity unintentionally. Besides the emotional toll, there are academic consequences to being charged with dishonesty.

According to the GSU honesty policy, current penalties may include:

Academic Penalties

- A zero for the plagiarized assignment
- A failing grade in the course
- Removal of scholarship or university funding

Note: If your GPA falls below the department or college's minimum requirement, it may negatively impact your continuation in the program and your graduation status.

Disciplinary Penalties

- Permanent notation on your transcript
- Program suspension or expulsion with a permanent notation on your transcript

Note: If found guilty of academic dishonesty, you are required to follow mandatory self-reporting rules when applying to academic institutions and/or state and federal agencies (admission to the state bar or application for licensure or certification). Additionally, you may be required to disclose the dishonesty charge when applying for employment in the public or private sectors.

Resources for writing with integrity

- **The GSU Writing Studio**

  No matter your program of study, the GSU Writing Studio invites students to schedule an online appointment for help with all writing needs and questions. Writing tutors can help you cite information correctly using APA, MLA, Chicago, and other citation styles.

- **The GSU Library**

  As a student, you have access to thousands of resources. Additionally, the library offers workshops on library instruction, research tools, and citation manuals. Your subject librarian can help you collect and document research. Use the library's resources to help find and manage your sources and stay updated about copyright laws.

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Resources for writing with integrity

● **Your Instructors**

Faculty are researchers as well as educators. They're usually working on publications themselves and understand the importance of proper citations. When asked for guidance, most faculty are happy and willing to help you become a more conscientious student and researcher. If uncertain, ask for help before submitting your work - not once a charge of dishonesty is brought against you.

● **Turnitin.com**

It's likely your course instructors will use this software to detect plagiarism in your papers and assignments. Before you officially submit your work, run it through Turnitin to detect potential issues. You can access Turnitin through the Center for Excellence in Teaching, Learning & Online Education (CELTOE) and the main library.
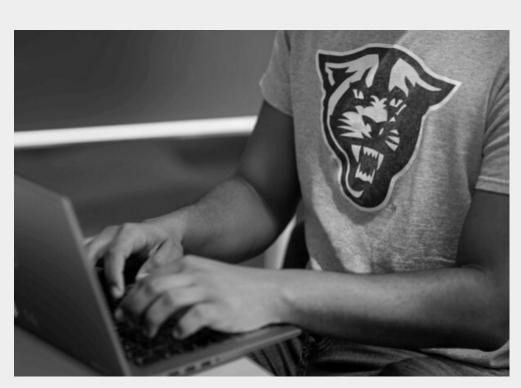
Resources for writing with integrity

[Citation Machine](), [Endnote](), [Grammarly](), [Mendeley]() and [Zotero]()

These citation software options help with citing sources correctly. Use these sites in conjunction with careful writing and editing. You can access helpful citation guides and software through the [library]().
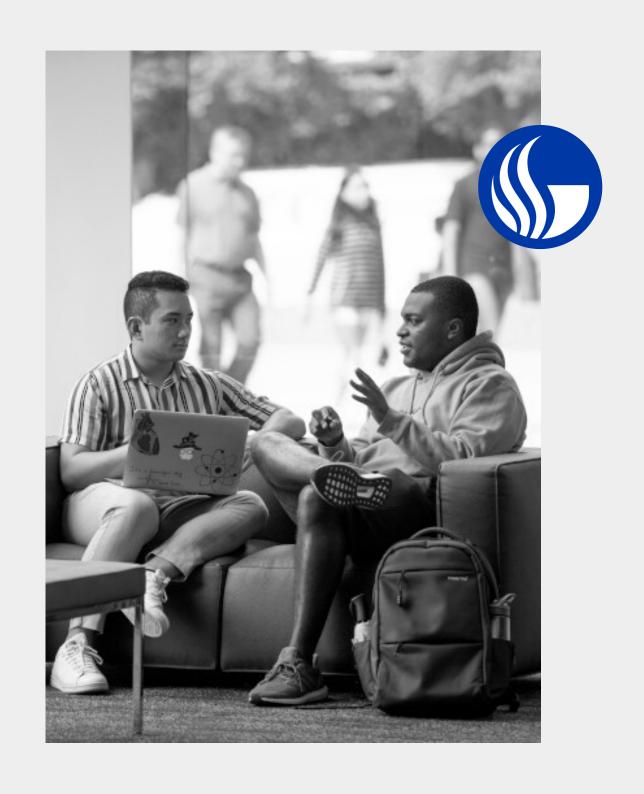
Thank you for contributing to a respectful, fair, and ethical academic community.

You should feel confident in your success and proud of your scholarly contributions. Be certain to use the resources available to you and seek help when needed.

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If you have any questions at all

Don't hesitate to ask.
artsandsciencesgrad@gsu.edu

Adapted from work co-authored by Mariam Qureshi, Academic and Professional Development Manager, The Office of Graduate Services, College of Arts & Sciences, Georgia State University. This guide is intended for graduate students in the College of Arts & Sciences at Georgia State University. Updated 3/17/2021. Designed by Shana Bagley.