BE SMART!

GRADUATE STUDENTS AND ACADEMIC INTEGRITY

WHAT YOU MUST KNOW ABOUT PROPER REFERENCING AND PLAGIARISM

Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a core value of graduate education. Academic integrity includes, among other things, using scholarly citation practices. Each area of study has its own set of citation norms which you should discuss with your professors

BE SMART: REFERENCE WELL

Every idea comes from somewhere. As graduate students, you work with ideas every day – some of them your own, many of them you have learned from the work of others. Academic integrity, also known as academic honesty, requires acknowledging other people's ideas and the role they play in your own work.

<u>You have to ask yourself</u>

Where does the information in your thesis, essay or report come from? What texts, persons or other research have influenced your own ideas and research? What collaborations with other students, professors or researchers have helped you develop your ideas? When you write about or quote from a text or from the work of another scholar or researcher, have you cited these correctly in both your text and bibliography?

Referencing (citing) your sources both within the text of your essay and in your bibliography tells your readers (professors and others), exactly where you found direct quotes, where you paraphrased information or sets of data, and any other ideas that are not directly your own. This is ethical scholarly citation practice.

SOMEONE ELSE'S IDEAS OR YOUR OWN IDEAS

All knowledge builds on previous knowledge. Ethical scholarly citation practice allows you to show how your research builds on the ideas of others and where your original contribution lies. You read books and articles by many influential scholars and are inspired by their ideas. As graduate students, you are expected and encouraged to come up with original ideas. But you're also expected to demonstrate that you are familiar with the existing knowledge and scholarship in your area of study. You do this by citing the research and writing of other scholars.

In graduate-level work, you use other scholars to support your ideas and to motivate you as your work progresses. You are an apprentice in the tradition of academic scholarship. This requires locating your own research and writing in the long history that comes before you in order to establish the original contribution your own work is making.

While conducting research and writing essays, theses and dissertations, be aware of correct referencing procedures as you go along. When you're finished, check your work again, asking yourself where your words and ideas came from. Are they your own or someone else's? Even if a text is extremely familiar to you and colleagues in your field, it still requires citation. If you've put it in your own words, but know that your ideas have come from another scholar or text, you must include a citation. If you find yourself working on an assignment or project that becomes useful to you at a later date, it is important for you to cite your own work should you wish to reuse it in its entirety or simply various parts of it.

DEFINING THE PROBLEM

Academic Integrity/Honesty – Any documents you submit to the university, including lab work and other data, must be truthful, honestly obtained and ethically cited. Academic integrity also requires acknowledging any part of your work that was produced in collaboration with other students or as a member of a research team or lab. You can not submit the same paper for more than one class; however, you may be able to write two papers on similar topics. Be sure to obtain prior permission from the professors involved. Be sure to complete assignments yourself, not copying other students' work or letting them copy your work. These are academic offenses.

Plagiarism – Plagiarism is the presentation of the work of another person as one's own or without proper acknowledgment. You are committing plagiarism when you: repeat an author's exact words without putting them in quotation marks; paraphrase a few sentences from a book without acknowledging the source; present someone else's ideas as your own; use an internet article to write your paper and don't list it in your bibliography; forget to include the originator of a chart, figure or graph. It's your responsibility as a student to know how to acknowledge your sources.

Consequences – Even if you're a student with an impeccable academic record, you will still be judged by the same *Academic Code of Conduct* as all other students. Even an impeccable academic record will not influence the outcome of a charge under the *Academic Code of Conduct*. Furthermore, as a graduate student you are held to a higher standard. If you plagiarize, not only will it be noted on your academic record, but you also risk expulsion from your program as per the C and F rules in the Graduate Calendar. Concordia's *Academic Code of Conduct* can be found at https://www.concordia.ca/content/dam/common/docs/policies/official-policies/Academic-Code-Conduct-2015.pdf.

CITATION GUIDES

How you cite your sources can differ depending on your area of study. Your department may have citation guides available in print or on their websites. Concordia's libraries have most citation guides at http://library.concordia.ca/help/howto/citations.html, including MLA, APA and Harvard. These include how to reference sources throughout your paper (with authors' name, page numbers and dates, for instance) and how to format your bibliography. These guides will also show how to reference Internet sources correctly.

QUESTIONS? HELP IS CLOSE BY

Do not get paralyzed by the fear of being accused of plagiarism. If you reference correctly, then you have nothing to fear. But sometimes this may be unclear: when in doubt, talk to someone. Plagiarism can be easily avoided. Many people on campus can help assess your work and advise you on whether you have made correct citations. If you have any concern at all before submitting your work, meet with your professor or consult the following websites:

Learning Support, Student Success Centre
SGW H-440, Tel (514) 848-2424 ext: 3921; Loyola AD-103, Tel ext: 3555
http://learning.concordia.ca/

The Academic Integrity Website has a wealth of information on academic integrity. It also includes a link to the *Academic Code of Conduct*
https://www.concordia.ca/students/academic-integrity.htm

Concordia University Libraries – Citation and Style Guides
http://library.concordia.ca/help/howto/citations.html

How not to Plagiarize (from the University of Toronto)
http://www.writing.utoronto.ca/advice/using-sources/how-not-to-plagiarize

Plagiarism: What It Is and How to Recognize and Avoid It (Indiana University)
https://wts.indiana.edu/writing-guides/plagiarism.html

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