# MUNI
# ECON

# Avoiding plagiarism

Plagiarism is a kind of academic dishonesty that gets students into big trouble or even gets them dismissed from school. In this lecture, you will learn what plagiarism is and how to avoid it.

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As a student you are a member of an academic community and therefore you must comply with the code of conduct that applies within that community.

# A disciplinary offence includes

☐any kind of cheating, or unauthorized cooperation during studies

☐plagiarising someone else's work

☐submission of an identical or only slightly adapted paper in order to fulfil various study duties without previous consent

☐providing one's own written work to another student

☐any form of cheating during a written exam

☐gross or repeated violation of the Faculty's internal regulations (applies also to the use of university computer network)

☐intentional destruction of property

☐aggressive or disturbing behaviour

☐consumption of alcoholic beverages and use of addictive drugs

☐failure to pay tuition fees

Student Disciplinary Code:
https://is.muni.cz/do/econ/soubory/oddeleni/ozs/10355091/Student_Disciplinary_Code.pdf

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## Faculty directive 9/2019: Preparation, Submission, Publication and Evaluation of Bachelor's, Final and Master's Theses

- Plagiarism is understood as *unauthorised imitation or adoption of an artistic or scientific work without acknowledging the model or author*.
- Hiring another person to write a final thesis or buying (borrowing, stealing, etc.) a final thesis is also considered plagiarism (not only) in academia.
- Whether or not plagiarism has been committed does not depend on the amount of „non-cited" information; plagiarism may be committed by using a single sentence or even a few words, or an unusual collocation or idiom. Citing only a certain number of borrowed ideas and leaving the others, borrowed from the same source, uncited also constitutes plagiarism.
- Plagiarism can also be a violation of copyright law and lead to prosecution.

https://www.econ.muni.cz/en/students/bachelors-and-masters-studies/avoid-plagiarism

Directive:
https://is.muni.cz/auth/do/econ/uredni_deska/predpisy_ESF/smernice/smernice_dekana/prehled/2019/smernice_c_9_2019_o_tvorbe_o
devzdavani_zverejnovani_a_hodnoceni_bc_zaverecnych_a/SmerniceDekana2019_c.9__EN_FINALNI.docx

# Referencing is critical for academic success

☐ The basis for development of academic knowledge is to build upon the results of other academics.

☐ Plagiarism means using another's work without giving credit.

☐ Obvious cases of plagiarism include:
  ☐ Copying or stealing text from online (translation of foreign text)
  ☐ Hiring someone to write a paper for you
  ☐ Copying whole paragraphs from a book, article, or online source without quotation marks or proper citation
  ☐ In academia it is possible to plagiarize from yourself

# When you must acknowledge the author

☐Academic writing = correct use of references.

☐Quoting (use of quotation marks)
☐Paraphrasing (express the same with your own words)
☐Summary (main idea written in your own words)
☐Synthesizing (reference all authors that informed your writings)

When directly quoting, paraphrasing, summarizing, or synthesizing,
you must acknowledge your sources.

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# When you do not need to cite

- Writing your own lived experiences, your own observations and insights, your own thoughts, and your own conclusions about a subject
- When you are writing up your own results
- When you use your own artwork, digital photographs, video, audio, etc.
- When you are using "common knowledge", things like common sense observations, historical events (but☐not☐historical documents)
- When you are using generally accepted facts (e.g., pollution is bad for the environment) including facts that are accepted within particular research fields.

Material is probably common knowledge if . . .

- You find the same information undocumented in at least five other sources
- You think it is information that your readers will already know
- You think a person could easily find the information with general reference sources

https://owl.purdue.edu/owl/avoiding_plagiarism/plagiarism_faq.html

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# When you need to cite

Words or ideas presented in a book, journal, report, magazine, newspaper, song, TV program, movie, website, computer program, letter, advertisement, or any other medium

Information you gain through interviewing or conversing with another person, face to face, over the phone, or in writing

When you copy the exact words or a unique phrase

When you reprint any figures, pictures, or other visual materials

When you reuse any digital media, including images, audio, video

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# What is the risk to be discovered?

☐ The risk is high.

☐ Online material is relatively easy to plagiarise.
But it is also easier to find cases of plagiarism.

☐ Current tools can analyze and investigate the authenticity of a text. Think that your thesis may be checked for originality also in the future with better tools.

☐ All universities consider plagiarism a serious academic offense, and impose serious penalties on students who plagiarize.
☐ Deliberate plagiarism is simply avoided by not cheating.

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# Consequences of plagiarism

**The consequences of plagiarism vary based on the severity of the offense.**

| Level | Examples | Likely consequence |
|---|---|---|
| Mild | •Source cited in text but left out of reference list<br>•Quotation marks omitted around a quote | Grade penalty or automatic zero |
| Moderate | •Text copied from a source with a few words changed<br>•Source paraphrased without citation | Failing grade on course |
| Severe | •Patchwork of different texts submitted as original paper<br>•Paper written by someone else (contract cheating or ghostwriting) | Unconditional expulsion from study programme<br>Damage to professional reputation |

# Excuses of students when caught on plagiarism

- "I didn't know it was plagiarism."
- "I did it for the first time."
- "I didn't know how to do the assignment."
- "I have photographic memory."
- "I write miserably."
- "I just helped my friend."
- "We both referred to the same literature sources."
- "I'm too busy."

https://unicheck.com/blog/student-excuses

# The university statement on the use of AI

- Pragmatic approach is recommended. Use AI meaningfully in your studies. The active use of AI tools may soon become a norm in our lives.
- Do not rely entirely on outputs provided by AI. Be cautious about outputs and verify information you receive through these tools.
- Be transparent about the use of AI and openly declare or cite the use of AI tools at all times.
- The unacknowledged use of AI is in principle the same as ghostwriting, which is a form of plagiarism.
- User is always responsible for using the AI. Be responsible.

https://www.muni.cz/en/about-us/official-notice-board/statement-on-the-application-of-ai

# Simple rules for responsible referencing

Rule 1: Include relevant citations

Citations identify where ideas have come from, and consulting the cited works allows readers of your text to study them more closely, as well as to evaluate whether your use of them is appropriate.

Rule 2: Read the publications you cite

Citation is not an administrative task. Read the text to identify whether its content is relevant as support for your claim. You should cite meaningfully. The quality of the sources you include determines the quality of your work.

Rule 3: Cite in accordance with content

Sources that you cite deserve credit for the exact contribution they offer. Cite a single source multiple times throughout your own text, including explanations why. Citations should mention assessments of value, and relevance of whether findings support or oppose your conclusions.

Rule 4: Prioritise the citations you include

Prioritise reviewed (academic journals) over unreviewed sources (reports, blogs). Read and cite quality academic journals.

https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5896885/

# Refreshing APA citation rules

# In-text citations

School-aged youth around the world report witnessing and experiencing bullying at varying rates (Eslea et al., 2003). For example, researchers report that one in six Australian children experiences bullying on a weekly basis (Rigby, 2002). Studies conducted in Sweden and Norway found that 15% of students reported bullying incidences at least two times per month (Olweus, 1993). In the United States, studies report 10% to 33% of students being victimized by peers and 5 others (Hymel & Swearer, 2015). Despite the global

**Citations show where information was found**

https://www.youtube.com/watch?v=h7XVOf-uIpA

# In-text citation

School-aged youth around the world report witnessing and experiencing bully-ing at varying rates (Eslea et al., 2003).

# Reference List citation

Eslea, M., Menesini, E., Morita, Y., O'Moore, M., Mora-Merchán, J. A., Pereira, B., & Smith, P. K. (2003). Friendship and loneliness among bullies and victims: Data from seven countries. *Aggressive Behavior, 30*, 71–83. doi:10/1002/ab.20006

https://www.youtube.com/watch?v=h7XVOf-uIpA

# Basic In-Text Citation Styles

| Author | Parenthetical citation | Narrative citation |
|---|---|---|
| One author | (Luna, 2020) | Luna (2020) |
| One author with a quote | (Luna, 2020, p. 37) | Luna (2020) (p. 37) |
| Two authors | (Salas & D'Agostino, 2020) | Salas and D'Agostino (2020) |
| Three or more authors | (Martin et al., 2020) | Martin et al. (2020) |
| Group of authors | (OECD, 2020) | OECD (2020) |

- In parenthetical citations, use an ampersand (&) between names
  (Salas & D'Agostino, 2020)
- In narrative citations, spell out the word "and"
  Salas and D'Agostino (2020)
- Works with the same author and same date
  (Judge & Kammeyer-Mueller, 2012a)
  (Judge and Kammeyer-Mueller, 2012b)
- If multiple authors within a single reference share the same surname
  (Chen & Chen, 2019)

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# APA Style
## — References Page Sample —
### List of all Sources Cited
### Include at the end of your report

Do not forget to put your references in alphabetical order.

Page Number right aligned, 1/2" down

11

Center Title, 1" down

References

Haybron, D.M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R.J. Larsen (Eds.), *The science of subjective well-being* (pp. 17-43). Guilford Press.

Jaeger, P.T., Sarin, L.C., Peterson, K.J. (2015). Diversity, inclusion, and library and information science: An ongoing imperative (or why we still desperately need to have discussions about diversity and inclusion). *Library Quarterly,* 85(2), 127-132. doi: 130.065.109.155

Peckin, J. (2010). Change in the Nineties. In J. S. Bough and G. B. DuBois (Eds.), *A difference in growth in America*. Retrieved from GoldStar database.

Rarry, R. (2016). The difference in schools. *The New Criterion,* 15(3), 5-13.

Use sentence case for titles of articles

No period after url or doi

Use a hanging indent for more than one line

Use initials for first, middle names

# Working with foreign language materials

In the reference list you should provide a translation of the title of the work in the same language as your paper and place it in square brackets after the original title.

☐Molinari, E., & Labella, A. (2007). *Psicologia clinica: Dialoghi e confronti* [Clinical psychology: Dialogue and confrontation]. Milan: Springer.

☐Najm, Y. (1966). *Al-qissah fi al-adab Al-Arabi al-hadith* [The novel in modern Arabic literature]. Beirut: Dar Al-Thaqafah.

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# Is this a plagiarism?

# The citation rules are simple

| If . . . . | Then . . . |
|---|---|
| The information is common knowledge | You do not need a citation |
| The words are your own<br>AND<br>The idea is your own | You do not need a citation |
| The words are someone else's | Place words in quotation marks<br>AND<br>Include a citation |
| The words are your own<br>BUT<br>The idea is someone else's | Acknowledge the author of the idea by referring to him/her in the text<br>AND<br>Include a citation |

https://discover.trinitydc.edu/policies/plagiarism/

# Is this a plagiarism?

1.  A student uses an internet article in researching her paper. She finds several of the ideas in the article useful, and develops them in her own paper. Since she does not quote from the text, she does not cite it in her paper, but she does put the reference in the bibliography.
    This is plagiarism. Although the student was correct to cite the article in her bibliography, this is not enough. If she uses the ideas in her paper, she needs to acknowledge the source of those ideas in the paper itself. (e.g., "As Jones (2023) has pointed out, . . . .")

2.  A student finds a picture on the web that perfectly illustrates a point she wants to make in her paper. She downloads the picture, but does not use the website's analysis; in addition, she writes her own caption for the picture. Since the analysis and caption are her own, she does not include a citation for the picture.
    If the image represents the artistic or intellectual work of another person, it should be cited.

Source: https://discover.trinitydc.edu/policies/plagiarism/

# Is this a plagiarism?

3.  A student finds some interesting information on a website that is not under copyright. She downloads several paragraphs and incorporates them into her paper, but does not cite them, because they are in the public domain.

    This is plagiarism. It is irrelevant that the material you are using is in the public domain, or that it is not protected by copyright. If it is not your work, you must acknowledge its source.

4.  You find a very interesting quote from Gregor Mendel's "Experimentation in Plant Hybridization" in a book about Mendel's life. In your paper, you include the quote, and cite Mendel's paper as the source.

    This is plagiarism. Citing only Mendel's paper would indicate that you had read the paper itself, whereas you have, in fact, been relying on someone else's research. The correct way to avoid plagiarism in this instance would be to cite the original source of the quote (Mendel's "Experiments in Plant Hybridization") and your source for the quote ("quoted in . . . .").

    https://apastyle.apa.org/style-grammar-guidelines/citations/secondary-sources

'Plagiarism constitutes the **intentional copying of another author's text** and the representation and publication of such a text as one's own original work, **careless or inaccurate citation of source literature** and/or the **omission of required bibliographical information** (however unintentional).'

**Consider the following academic situations and decide if they are plagiarism**

| | Situation | Plagiarism ? Yes/No |
|---|---|---|
| 1 | Copying a paragraph, but changing a few words and giving a citation. | |
| 2 | Cutting and pasting a short article from a website, with no citation. | |
| 3 | Taking two paragraphs from a classmate's essay, without citation. | |
| 4 | Taking a graph from a textbook, giving the source. | |
| 5 | Taking a quotation from a source, giving a citation but not using quotation marks. | |
| 6 | Using an idea that you think of as general knowledge (e.g. the Great Depression was caused by restrictions on free trade), without citation. | |
| 7 | Using a paragraph from an essay you wrote and had marked the previous semester, without citation. | |
| 8 | Using the results of your own research (e.g. from a survey), without citation. | |
| 9 | Discussing an essay topic with a group of classmates and using some of their ideas in your own work. | |
| 10 | Giving a citation for some information but misspelling the author's name. | |

## Task 1
## Consider the following academic situations and decide if they are plagiarism

|  | Situation | Plagiarism? Yes/No |
|---|---|---|
| 1 | Copying a paragraph, but changing a few words and giving a citation. | YES |
| 2 | Cutting and pasting a short article from a website, with no citation. | YES |
| 3 | Taking two paragraphs from a classmate's essay, without citation. | YES |
| 4 | Taking a graph from a textbook, giving the source. | NO |
| 5 | Taking a quotation from a source, giving a citation but not using quotation marks. | YES |
| 6 | Using an idea that you think of as general knowledge (e.g. the Great Depression was caused by restrictions on free trade), without citation. | NO |
| 7 | Using a paragraph from an essay you wrote and had marked the previous semester, without citation. | YES |
| 8 | Using the results of your own research (e.g. from a survey), without citation. | NO |
| 9 | Discussing an essay topic with a group of classmates and using some of their ideas in your own work. | NO |
| 10 | Giving a citation for some information but misspelling the author's name. | YES |

# Which of these do you consider to be unacceptable?

1.  Change some of the words and sentences in a text, but keep the overall structure of the text and the vocabulary the same as in the original text.

2.  Take some short fixed phrases from several different sources and put them together with some of your own words.

3.  Copy a paragraph directly from the source with no changes.

4.  Copy a paragraph making only small changes. For example, replace some words with words with similar meanings.

5.  Copy out an article from a journal or textbook and submit it as a piece of your own coursework.

# Which of these do you consider to be unacceptable?

6. Cut and paste a paragraph: use the sentences of the original but put one or two in a different order and leave one or two out.

7. Paraphrase a paragraph: rewrite the paragraph but change the language, organisation and detail, and give your own examples.

8. Quote a paragraph by placing it in quotation marks and acknowledge the source.

9. Rewrite a passage from another writer and present it as your own work.

10. Take just one word or phrase from a text because it is very well expressed.
11. Use another author's organisation and way of arguing.

# Types of plagiarism

Hamp-Lyons & Courter (1984, pp. 161-166) distinguish between four types of plagiarism:

- **Outright copying** is using exactly the same words as the original author without citation.
- **Paraphrase plagiarism** is changing some of the words and grammar but leaving most of the original text the same.
- **Patchwork plagiarism** is when parts of the original author's words are used and connected together in a different way.
- **Stealing an apt term** is when a short phrase from the original text has been used in the students work, possibly because it is so good.

# Indentify the types of plagiarism in the following texts

*outright copying - paraphrase plagiarism - patchwork plagiarism - stealing an apt term*

**Original Text**

You have to tread quite a fine line between being accused, on the one hand, of *not making enough* use of the writers you have been reading on the course, and, on the other, of *having followed them too slavishly,* to the point of plagiarising them. One of your early tasks as a student is to get a feel for how to strike the right balance. (Northedge, 1990, p. 190)

**Student's text A**

When you are writing you need to be careful to use the information you have read well. At one extreme you may be blamed for not making enough use of the writers you have been reading on the course. While at the other extreme, you may be accused of having followed them too slavishly, to the point of plagiarising them. Early on as a student you need to balance these two extremes.

# Indentify the types of plagiarism in the following texts

*outright copying - paraphrase plagiarism - patchwork plagiarism - stealing an apt term*

**Original Text**

You have to tread quite a fine line between being accused, on the one hand, of *not making enough* use of the writers you have been reading on the course, and, on the other, of *having followed them too slavishly,* to the point of plagiarising them. One of your early tasks as a student is to get a feel for how to strike the right balance. (Northedge, 1990, p. 190)

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*patchwork plagiarism*

# Indentify the types of plagiarism in the following texts

**outright copying - paraphrase plagiarism - patchwork plagiarism - stealing an apt term**

**Original Text**

You have to tread quite a fine line between being accused, on the one hand, of *not making enough* use of the writers you have been reading on the course, and, on the other, of *having followed them too slavishly,* to the point of plagiarising them. One of your early tasks as a student is to get a feel for how to strike the right balance. (Northedge, 1990, p. 190)

**Student's text B**

When you are writing you need to be careful to use the information you have read well. However, there is a difficult area here because, as a student, when you are doing assignments, you need to use what you have read or been taught in your lectures. It is important, however, not to make too much use of this information or you may be accused of having followed them too slavishly. Early on in your life as a student, you need to balance these two extremes.

# Indentify the types of plagiarism in the following texts

**outright copying - paraphrase plagiarism - patchwork plagiarism - stealing an apt term**

**Original Text**

You have to tread quite a fine line between being accused, on the one hand, of *not making enough* use of the writers you have been reading on the course, and, on the other, of *having followed them too slavishly,* to the point of plagiarising them. One of your early tasks as a student is to get a feel for how to strike the right balance. (Northedge, 1990, p. 190)

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When you are writing you need to be careful to use the information you have read well. However, there is a difficult area here because, as a student, when you are doing assignments, you need to use what you have read or been taught in your lectures. It is important, however, not to make too much use of this information or you may be accused of having followed them too slavishly. Early on in your life as a student, you need to balance these two extremes.

*stealing an apt term*

# Indentify the types of plagiarism in the following texts

**outright copying - paraphrase plagiarism - patchwork plagiarism - stealing an apt term**

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You have to tread quite a fine line between being accused, on the one hand, of *not making enough* use of the writers you have been reading on the course, and, on the other, of *having followed them too slavishly,* to the point of plagiarising them. One of your early tasks as a student is to get a feel for how to strike the right balance. (Northedge, 1990, p. 190)

**Student's text C**

You have to tread quite a fine line between being accused, on the one hand, of *not making enough* use of the writers you have been reading on the course, and, on the other, of *having followed them too slavishly,* to the point of plagiarising them. One of your early tasks as a student is to get a feel for how to strike the right balance.

# Indentify the types of plagiarism in the following texts

*outright copying - paraphrase plagiarism - patchwork plagiarism - stealing an apt term*

**Original Text**

You have to tread quite a fine line between being accused, on the one hand, of *not making enough* use of the writers you have been reading on the course, and, on the other, of *having followed them too slavishly,* to the point of plagiarising them. One of your early tasks as a student is to get a feel for how to strike the right balance. (Northedge, 1990, p. 190)

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You have to tread quite a fine line between being accused, on the one hand, of *not making enough* use of the writers you have been reading on the course, and, on the other, of *having followed them too slavishly,* to the point of plagiarising them. One of your early tasks as a student is to get a feel for how to strike the right balance.

*outright copying*

# Indentify the types of plagiarism in the following texts

*outright copying - paraphrase plagiarism - patchwork plagiarism - stealing an apt term*

**Original Text**

You have to tread quite a fine line between being accused, on the one hand, of *not making enough* use of the writers you have been reading on the course, and, on the other, of *having followed them too slavishly,* to the point of plagiarising them. One of your early tasks as a student is to get a feel for how to strike the right balance. (Northedge, 1990, p. 190)

**Student's text D**

You must be careful of being blamed for not using the information you have read on your course, and, in contrast, of having used the information too much so that it looks like you have plagiarised. One of your first jobs as a student is to learn how to balance these two extremes

# Indentify the types of plagiarism in the following texts

*outright copying - paraphrase plagiarism - patchwork plagiarism - stealing an apt term*
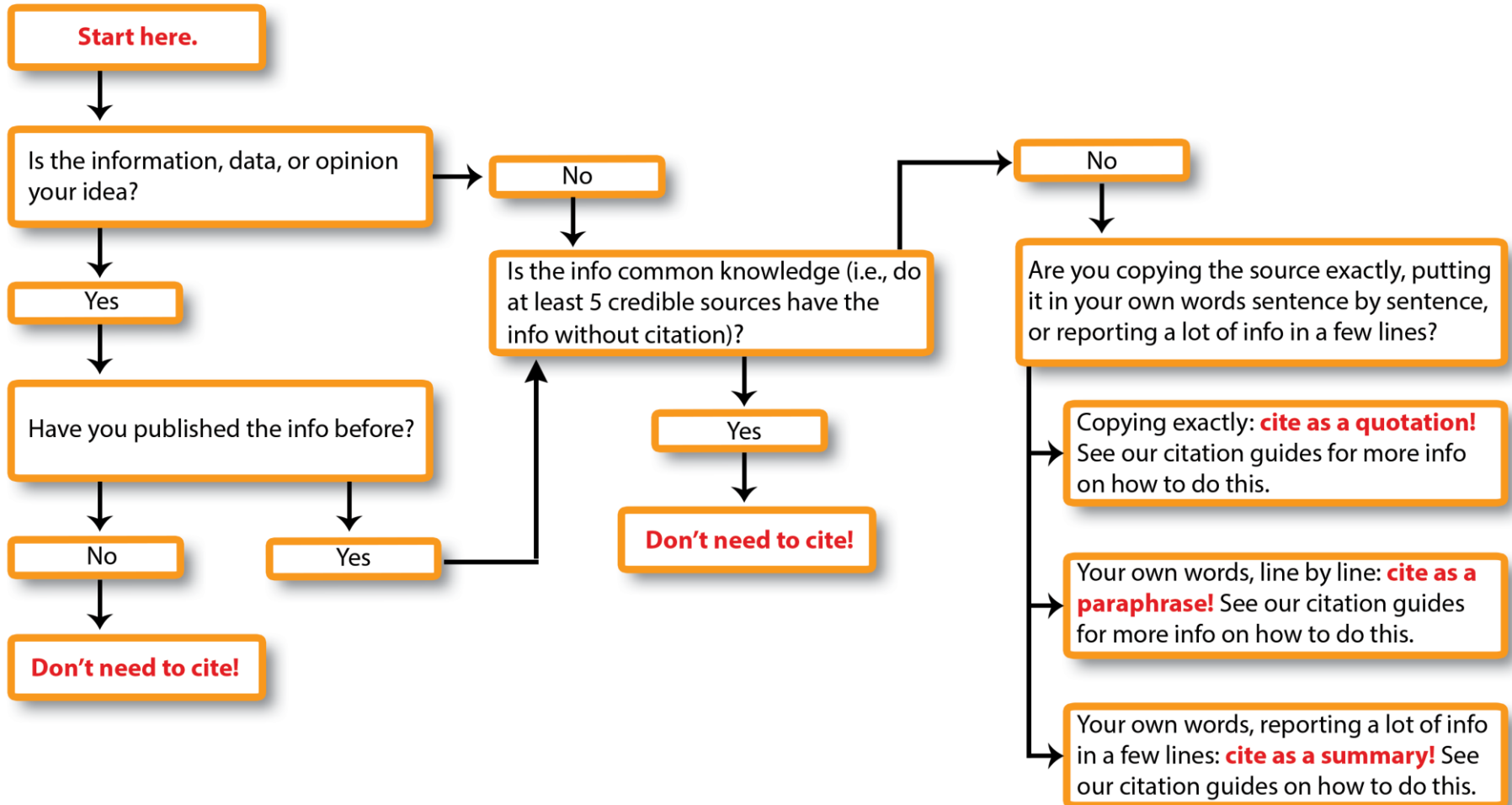
**Original Text**

You have to tread quite a fine line between being accused, on the one hand, of *not making enough* use of the writers you have been reading on the course, and, on the other, of *having followed them too slavishly,* to the point of plagiarising them. One of your early tasks as a student is to get a feel for how to strike the right balance. (Northedge, 1990, p. 190)

**Student's text D**

You must be careful of being blamed for not using the information you have read on your course, and, in contrast, of having used the information too much so that it looks like you have plagiarised. One of your first jobs as a student is to learn how to balance these two extremes

*paraphrase plagiarism*

# "Should I Cite This?"
## A Visual Guide from the Purdue OWL

PURDUE UNIVERSITY

OWL Online Writing Lab

**Start here.**

Is the information, data, or opinion your idea?

→ No

**Yes**

Have you published the info before?

Is the info common knowledge (i.e., do at least 5 credible sources have the info without citation)?

No

Are you copying the source exactly, putting it in your own words sentence by sentence, or reporting a lot of info in a few lines?

No          Yes          Yes

**Don't need to cite!**

Copying exactly: **cite as a quotation!** See our citation guides for more info on how to do this.

**Don't need to cite!**

Your own words, line by line: **cite as a paraphrase!** See our citation guides for more info on how to do this.

Your own words, reporting a lot of info in a few lines: **cite as a summary!** See our citation guides on how to do this.

For more information about this and other important citation resources, visit the Purdue OWL's citation style guides.

**APA:** https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html
**MLA:** https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_style_introduction.html
**Chicago:** https://owl.purdue.edu/owl/research_and_citation/chicago_manual_17th_edition/chicago_style_introduction.html
...and more!

# Best practices to avoid plagiarism

- Take notes when reading (write notes directly to pdf)
- Use a citation manager like Zotero to keep your notes with the source
- Use a signal phrase "According to [source],"
- Paraphrase or summarize the text without looking at the original source material, and simply rely on your memory
- Put quotation marks around any unique words or phrases
- Quote no more material than necessary (do not quote full paragraph)
- Before finalizing your paper check your notes and sources to make sure that anything coming from an outside source is acknowledged
- If you have any questions or concerns about citation ask in advance

# GUIDELINES FOR AVOIDING PLAGIARISM

Paraphrasing

Use your own words and style

Use synonyms

Alternate verbs

Change of forms

No citation for common knowledge or universal truth

Citations

Footnotes

References

# Plagiarism checker

Plagiarism checker (Searching for Similar Files in IS)

https://is.muni.cz/napoveda/elearning/plagiat?lang=en

Grammarly also has plagiarism checker

https://www.econ.muni.cz/en/news/grammarly-software-for-the-students-of-our-faculty

# ACADEMIC WRITING CHECKLIST

- **I avoid informal terms and contractions.**

- **I avoid second-person pronouns ("you").**

- **I avoid emotive or exaggerated language.**

- **I avoid redundant words and phrases.**

- **I avoid unnecessary jargon and define terms where needed.**

- **I present information as precisely and accurately as possible.**

- **I use appropriate transitions to show the connections between my ideas.**

- **My text is logically organized using paragraphs.**

- **Each paragraph is focused on a single idea, expressed in a clear topic sentence.**

- **Every part of the text relates to my central thesis or research question.**

- **I support my claims with evidence.**

- **I use the appropriate verb tenses in each section.**

- **I consistently use either UK or US English.**

- **I format numbers consistently.**

- **I cite my sources using a consistent citation style (APA style).**