

Avoid cheating, recognise plagiarism

“The basic mission of the University of Helsinki is the quest for truth. This entails that questions of research ethics and professional ethics are to be treated with the appropriate seriousness. Cheating in all its forms violates the essence of the university. According to the Universities Act, universities must arrange their activities so as to assure a high international standard in research, education and teaching in conformity with ethical principles and good scientific practices (Universities Act, Section 2, Subsection 2).”

Rector’s guidelines for handling cheating and plagiarism among students (Rector’s decision 172/2011)

<p style="text-align: center;">Fraud</p> <p>Fraud means deceiving the research community. Persons committing fraud deliberately and purposefully violate approved methods and practices</p> <p>Forms of fraud:</p> <p>Fabrication :</p> <ul style="list-style-type: none"> • referring to nonexistent sources or literature, presenting fabricated data. <p>Misrepresentation, falsification:</p> <ul style="list-style-type: none"> • altering or presenting original findings in a way which distorts the result • referring to existing sources and literature in a way that does not correspond with their actual content <p>Plagiarism:</p> <ul style="list-style-type: none"> • presenting a research plan, manuscript, article or other text published by someone else wholly or in part as one’s own <p>Misappropriation:</p> <ul style="list-style-type: none"> • Presenting a confidentially disclosed original idea, plan or observation as one’s own or using it in one’s own name. 	<p style="text-align: center;">Plagiarism</p> <p>Plagiarism is presenting a research plan, manuscript, article or other text published by someone else wholly or in part as one’s own.</p> <p>Typical forms of plagiarism:</p> <ul style="list-style-type: none"> • Quotations or word-for-word citations marked as references rather than using direct quotations or totally without references • Using text written by someone else with only minor alterations (for example, to word order or word choices) as one’s own • “Self-plagiarism”: presenting or using one’s own prior work as new work for a new written production without indicating that the work in question has already been used somewhere else. <p>NB! Compiling a work mainly from quotations or nearly unmodified text also counts as plagiarism, even if the sources have been indicated appropriately.</p>
---	--

<p>How to avoid plagiarism:</p> <ul style="list-style-type: none"> • Show the direct quotations clearly. <i>Quotation marks for short quotations (less than 3 lines), indent the longer ones, reference to both.</i> • Whenever you paraphrase someone else’s thoughts indirectly, include a reference. <i>Be honest. Never present someone else’s thoughts as your own.</i> • Avoid using other’s work with minor “cosmetic” changes. <i>E. g. reversing the order of sentences or changing terms does not make the original idea yours.</i> • You may not have to have a reference for what is “common knowledge”, but be aware that the boundaries of what really is commonly known are fluid. <i>If you are uncertain, always include a reference.</i>

This paper is based on the following sources:

Rector’s guidelines for handling cheating and plagiarism among students (Rector’s decision 172/2011); Social and moral Philosophy: Instructions for Writing Essays and Discourses <https://alma.helsinki.fi/download/2000000138525/Essee-ohje-eng-2010.pdf>; Social Psychology: Scientific writing instructions for seminar papers and master’s theses <https://wiki.helsinki.fi/display/studyhelp/Writing+instructions>; Avoiding plagiarism (University of California, Davis) <http://sja.ucdavis.edu/files/plagiarism.pdf>