

Types of serious academic misconduct connected to the writing of essays and theses

Students must at all times document their sources: not only direct quotations and paraphrases, but also facts and ideas. You don't normally have to provide sources for well-known clichés and proverbs or common knowledge ("The Victorian age is named after Queen Victoria"), but you must at all times indicate the source for any appropriated material that readers might otherwise mistake for yours. You must indicate exactly what you have taken from others as well as the exact place in the source work where you have found the quoted or paraphrased material. Thus, if you quote or paraphrase from a text (or use its ideas and facts), it is not enough to list the source text in your "Works cited": in your own text, you have to indicate the exact page in the source text.

Know what you write about: Be prepared to be able to enter into a meaningful discussion on the contents of the papers you submit.

1. Plagiarism

Borrowing the ideas or results of somebody else without acknowledging one's debt; pretending that somebody else's ideas are one's own

a, Quotation of somebody else's text without acknowledging the source

This amounts to plagiarism irrespective of the medium of the borrowed text: it can be a printed source, electronic material or a manuscript written by somebody else

b, Paraphrasing somebody else's text without acknowledging the source

This amounts to plagiarism irrespective of the medium of the borrowed text: it can be a printed source, electronic material or a manuscript written by somebody else

(There is no difference between quoting and paraphrasing somebody else's text without acknowledging the source: the two are equally serious offences)

2. Multiple submission

Handing in the same essay, or any parts of it, repeatedly

3. Handing in somebody else's paper

This type of misconduct combines the first two. If the original author of the re-submitted text is aware of the dishonesty, (s)he is equally guilty of academic misconduct, no matter whether (s)he has sold the essay or has simply given it away.