

PLAGIARISM? NOT FOR ME!

A short guide for
university of Liège students

student.uliege.be/plagiat



COPYING AND PASTING: CAREFUL, IT'S RISKY!

TO AVOID PLAGIARISM, REMAIN VIGILANT

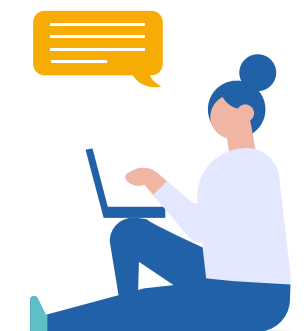
Badly informed, pressed for time, it is tempting to think that copying and pasting “just this once”, “is not that serious”... But yes it is! Even if it is occasional, accidental, or without the intention of causing harm... plagiarism can have serious consequences.

Before writing your paper, always take the time to find out about what is allowed... and what isn't!

- What is plagiarism?
- Why is plagiarism a problem?
- How can I avoid it?
- What is ULiège's policy concerning plagiarism?
- ...

Find out the answers to all these questions and more on the website:
student.uliege.be/plagiat

We also advise you to add to this information by talking to your professors and teaching assistants, in order to get a better idea of specific points that apply in your research field!



WHAT IS PLAGIARISM?

Plagiarism is the act of “copying (an author) by illegitimately ascribing passages of their work to yourself. To rob” (translated from *Le Robert illustré et Dixel* 2012, 2011, p. 1467).

Plagiarising is theft. **It involves presenting as your own personal work something (text, image, collection of data ...) that has been written or produced by somebody else.** And that of course also involves “copying and pasting”, if the information gathered online is not correctly referenced!

All scientific work is based on other people's ideas: university students have to carry out research and consult documents and are therefore at the very forefront of this issue! Correctly referenced citations demonstrate a student's ability to investigate a question fully, a skill constituting the fundamental basis of rigorous academic and scientific research.

HOW TO REFERENCE CORRECTLY: GENERAL PRINCIPLES

Sources should be mentioned in two places:

- in the body of the text (reference/citation)
- and at the end of the text (a list of all bibliographic references cited in the text)

There are two internationally recognised systems for citing sources:

- the author-date system (mention the author's surname and year of publication of the cited document in the text)
- the sequential numerical system (attribution of a number to each document cited according to the order in which they appear in the text).

Depending on the field of study or the publication in which it appears, one or other of these two referencing systems may be preferred (or imposed) depending on the type of source (a scientific article, book, etc.), the specific guidelines to be respected: elements to be mentioned and how to mention them (place, order, punctuation, etc.).



WHY IS PLAGIARISM A PROBLEM?

Everyone loses when plagiarism occurs.

→ THE PLAGIARIST

Plagiarism is penalised by academic sanctions, which can go as far as resulting in the student being expelled! Teachers look to evaluate the abilities of a student and not those of another author. Plagiarism casts doubts over the qualities expected of a university student (a critical mind, creativity, honesty, the ability to develop a personal argument and to write it up, etc.) and it is considered as a serious infringement of scientific and academic ethics. Plagiarism discredits not only the incriminating work but also brings into disrepute the whole body of the plagiarist's work and, as a result, their abilities.

→ THE PLAGIARISED

The author of the original work is wronged with regard to their intellectual output: plagiarism shows a lack of respect towards the author and could be considered an infringement of their author's rights. Under the Code de Droit Économique, Livre XI "Propriété intellectuelle", Titre 5, plagiarism is illegal!

WHAT IS ULIEGE'S POLICY CONCERNING PLAGIARISM?

As is the case in every university, plagiarism is not tolerated at ULiège!

In monitoring students' work, **the expertise of the teachers** is a major strength that enables them to recognise extracts of texts published in their research domain. The institution also has **plagiarism detection software**, which allows students' texts to be compared with a multitude of references.

If a case of plagiarism is detected, **sanctions** are authorised by the **general rules governing exams** :
www.enseignement.uliege.be/reglements



HOW TO AVOID PLAGIARISM?

IN PRACTICE, ONE CANNOT:

- Insert into one's own text an extract from somebody else's document without placing it **entirely inside quotation marks** and without indicating the complete explicit reference. And this is the case regardless of:
 - the format (printed document, electronic document, etc.)
 - the nature of the document (a passage from a text, an argument presented, an image, figure, diagram, formula, etc.)
 - the language of the original document (translating does not protect one from plagiarism)
 - the position of the author of the document used (even if an author has given permission for the document to be used, there is plagiarism if this is not cited)
 - changes to the layout of the page (for example using italics or bold type is not enough)
 - ...
- Paraphrase or rewrite a document (in total or in part) **without explicitly providing the complete reference.**
 - Paraphrasing does not simply mean using a sentence by replacing one or more words with synonyms
 - It is forbidden to reformulate someone else's analysis as if this was the result of personal deduction.

The use of a previous piece of personal work must also be indicated with clear references!

- Merely cite the references to a document in the general bibliography at the end of the paper **without signalling the borrowing at the precise place where it is found in the text**, whether it is a textual citation or a reformulation. **It is important, despite these insertions, to ensure that one's work remains readable.**

TO AVOID PLAGIARISM

- From the very beginning of your documentary research, write down both interesting content and their references (sources that might be cited in your bibliography: the name(s) of the author(s), the name of the document, the date of publication, the title of the journal (if applicable), the publisher, the place of publication, the page numbers concerned, etc.) And do this **even if you are not yet certain that you will use this document for your work.**
- **Always note explicitly the complete reference to the source** from which you are drawing elements (extracts from the text or ideas, arguments, analyses, etc.) according to the referencing rules required by your discipline. Right from the start, you might find it helpful to use a digital referencing tool.
 - each reference must enable the sources of the elements used to be found without any ambiguity;
 - a bibliography must be consistent: do not change from one referencing system to another within the same piece of work.
- **Indicate clearly through the use of quotation marks the extent of the borrowing** (citation), including elements taken from the internet. Specify at this point in the text the author, the year of publication (and the exact page number if you are using a quotation). If you are using an author's idea but not citing their exact words, quotation marks should not be used, but the reference to the author must be explicit.

Be careful! A piece of university work must not be limited to a series of citations¹, even if they are correct: **a personal contribution is expected by the teacher.**



¹ Unless explicitly instructed to do so by the teacher in a specific context.

WHERE TO GET HELP?

VARIOUS CONTACT PEOPLE (RESOURCES) CONCERNING PLAGIARISM:

- Your supervisor, the professors and the teaching assistants in your department can help you to better understand the citation requirements and regulations specific to your discipline. Do not hesitate to ask them for help.
- The libraries and their staff, experienced in bibliographical research.
- The regulations and information found online on the ULiège site, and notably at student.uliege.be/plagiat :
 - further details on plagiarism;
 - advice on avoiding plagiarism;
 - regulations, detection and disciplinary measures;
 - bibliographical references and useful links.
- The methodology seminars offered by the Study Guidance Department (Service Guidance Étude) and the ISLV (Modern Languages Institute) French department, for general advice on how to produce end of study papers, from the initial reading to writing (student.uliege.be/memoire).

Your supervisor or the teacher supporting your work remains your main contact point for you to check whether your work matches up to their expectations. Nevertheless, a situation may arise whereby the two of you do not agree about the manner in which you have carried out or written up the work.

In the case of a dispute: student.uliege.be/plagiat/ressources

References

- *Le Robert illustré et Dixel 2012* (2011). Paris : Le Robert.
- Université de Liège. (s.d.). Prévenir le plagiat. student.uliege.be/plagiat
- Université de Liège. (2020, 16 September). *Academic and Examination Regulations*. www.enseignement.uliege.be/reglements



