

# Academic Integrity

*Student's Guide*



uOttawa

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# Academic Integrity

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**Academic integrity** means being responsible for the quality of your work, preparing it honestly and respecting the intellectual community you are part of as a student. It is a core value in all scholarly work.

**Academic fraud** refers to “an act by a student that may result in a false academic evaluation of that student or of another student” (*Policy on Academic Fraud*). Here are some examples:

- Submitting work prepared by someone else or for someone else
- Using work you have previously submitted for another course, without your professor's permission
- Falsifying or making up information or data
- Falsifying an academic evaluation
- Submitting work you have purchased on the Internet
- Plagiarizing (see below) ideas or facts from others

**Plagiarism** means using words, sentences, ideas and facts you have gotten from others and passing them off as yours, by failing to quote or reference them correctly. Plagiarism comes in many forms, including the following:

- Failing to place words or sentences you have taken from other authors in quotation marks (“...”)
- “Copying and pasting” information found on the Internet without providing a reference
- Translating texts without providing a reference for their sources
- Not providing a reference for a paraphrase or a summary



# How to Avoid Plagiarism

Since your academic work must be based on research, you need to learn the proper way to quote, paraphrase and summarize, in order to be sure you are not plagiarizing.

**Quoting** means using another author's exact words in your text. The citation must be placed in quotation marks ("...") in your text, using the appropriate bibliographical referencing style (see resources below).

Websites, pictures, statistics, graphs and tables taken from another source must be referenced.

~ Referencing styles may vary according to faculty, discipline and even professor; ask your professor which style you should use (for example, APA, MLA, Chicago Manual).

## Example

**Source text:** Over time technology has been instrumental in increasing industrial and agricultural production, improving transportation and communications, advancing human health care and overall improving many aspects of human life. However, much of its success is based on the availability of land, water, energy, and biological resources of the earth.

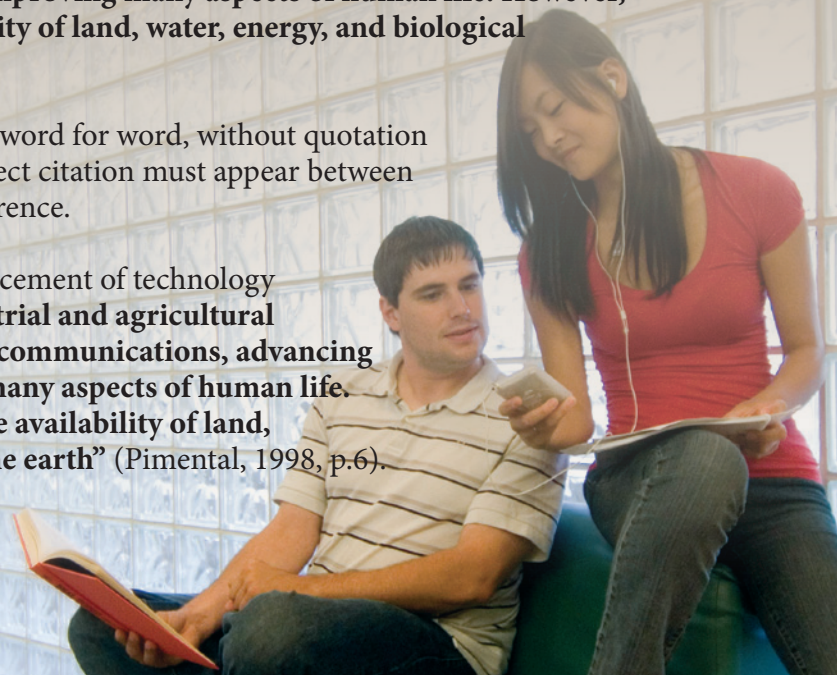
Pimental, David. (1998). Population growth and the environment: Planetary stewardship. *Electronic Green Journal*, 1(9). Retrieved from <http://repositories.cdlib.org/uclalib/egj/vol1/iss9/art10>

**You wrote:** Research has shown that **technology has been instrumental in increasing industrial and agricultural production, improving transportation and communications, advancing human health care and overall improving many aspects of human life. However, much of its success is based on the availability of land, water, energy, and biological resources of the earth.\***

**Problem:** Most of the text has been recopied word for word, without quotation marks or any indication of the source. A correct citation must appear between quotation marks in the text, along with a reference.

**Solution :** Research has shown that the advancement of technology **"has been instrumental in increasing industrial and agricultural production, improving transportation and communications, advancing human health care and overall improving many aspects of human life. However, much of its success is based on the availability of land, water, energy, and biological resources of the earth"** (Pimental, 1998, p.6).

\* Words in bold are from the source text.





**Paraphrasing** means putting into your own words facts, ideas or words from another author.

~ Simply replacing words with their synonyms or changing the sentence structure is not sufficient when you are paraphrasing.

### Example

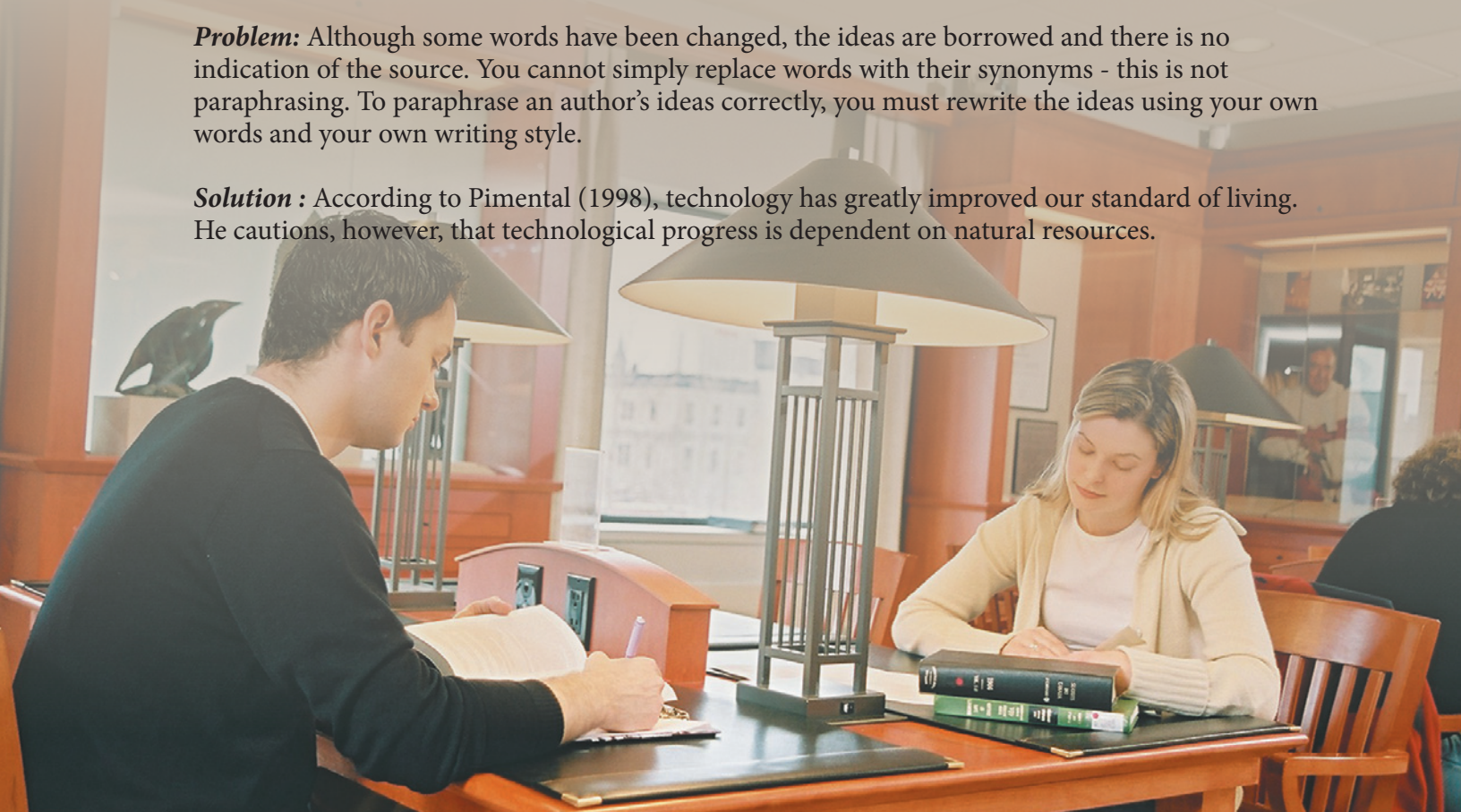
**Source text:** Over time technology has been instrumental in increasing industrial and agricultural production, improving transportation and communications, advancing human health care and overall improving many aspects of human life. However, much of its success is based on the availability of land, water, energy, and biological resources of the earth.

Pimental, David. (1998). Population growth and the environment: Planetary stewardship. *Electronic Green Journal*, 1(9). Retrieved from <http://repositories.cdlib.org/uclalib/egj/vol1/iss9/art10>

**You wrote:** Over time the advancement of technology has been beneficial to the areas of agricultural and industrial production and communication and transportation fields. Furthermore, science has greatly improved health care and many other facets of human life. Nevertheless, its success depends on the availability of natural resources.

**Problem:** Although some words have been changed, the ideas are borrowed and there is no indication of the source. You cannot simply replace words with their synonyms - this is not paraphrasing. To paraphrase an author's ideas correctly, you must rewrite the ideas using your own words and your own writing style.

**Solution :** According to Pimental (1998), technology has greatly improved our standard of living. He cautions, however, that technological progress is dependent on natural resources.



**Summarizing** means taking a section of another author's text or the key elements of an author's ideas and using your own words to present this work in a shorter, concise form.

- ~ Preserve the meaning of the larger text in a more concise form.
- ~ Respect what the original author wants to say and present the ideas in the same order.

### Example

**Source text:** But the firm that Walton started has a key asset, the 100 million US consumers who weekly go in search of its “everyday low prices”. Low they certainly are, averaging 14% less than the competition (5). The big question is: what is the real cost of these low prices? The answer depends on whether you are concerned with individual buyers looking for the best deal, or with the employees of thousands of suppliers that are in thrall to a company powerful enough to oblige each supplier to hold down, and even reduce, its costs. Workers suffer for the good of Wal-Mart customers. To keep prices rock-bottom in the stores and at the subcontractors, working conditions can only deteriorate. It is consequently easier for suppliers with no unions or for goods manufactured in China (see “*Slaves of the stacked shelves*”).

Halimi, Serge. (2006). Wal-Mart, the new southern plantation. *Le Monde Diplomatique*, 1(5). Retrieved from <http://mondediplo.com/2006/01/05walmart>

**You wrote:** Halimi explains that Wal-Mart maintains its low prices by pressuring the producers and enabling bad work conditions on the supply end.

**Problem:** The summary is too concise and thus it does not preserve the full meaning of the original text.

**Solution:** Halimi believes that Wal-Mart's 100 million US consumers are captive to its low prices, but they are blind to the fact that those prices are possible only because the company is pressuring the producers and fostering poor work conditions.



## How Can You Show Academic Integrity in These Situations?

**Authorized group work** – When group work is authorized by your professor, all group members contribute to the final product and everyone's contribution should be acknowledged. The workload should be fairly distributed. Each member is responsible for the integrity of the final product and should therefore be sure to read the final version, save a copy and check the referencing of sources used in all sections of the work.

**Individual work** – When you are working individually, it is important to avoid falling into the plagiarism trap. You must therefore properly document all your source material and properly reference it. Never share your individual work with anyone else, because you run the risk of being accused of plagiarism if part of your work is copied, with or without your permission, and submitted by another student.

**Written tests or exams** – Remember that helping a fellow student during a test or an exam by sharing answers is clearly cheating. Be careful during exams, and let the professor or proctor know if you see that a student is copying your answers.



The background of the page features a photograph of two students, a male and a female, sitting outdoors and studying. The male student is in the foreground, wearing a white t-shirt and khaki shorts, looking down at a book. The female student is behind him, also looking at a book. The image is semi-transparent, allowing text to be overlaid. At the bottom of the page, there is a red decorative graphic that resembles a stylized leaf or flower.

The following resources were used in developing the material for this brochure:

[The Academic Integrity Website](#) has useful resources for professors and students

[Says Who? Integrity in Writing: Avoiding Plagiarism](#)

[Beware of Plagiarism! It's Easy, It's Tempting... But It Can Be Very Costly!](#)

Professor's manual for the course SCS1550

### **Other useful resources**

[Writing and Style Guide for University Papers and Assignments](#)

[The Academic Writing Help Centre's Writing Kit](#) (a guide prepared by SASS)

#### **Reference guides**

- [APA](#) (American Psychological Association) style
- [CM](#) (Chicago Manual) style
- [MLA](#) (Modern Language Association) style