

## **Week 1: Introduction to Academic Writing**

### **Lesson 3: Originality, Integrity, and Plagiarism in Academic Writing**

#### **Course Video: Respecting Intellectual Property Rights**

##### **Study Notes**

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Study Notes: Respecting Intellectual Property Rights (IPR) in Academic Writing

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#### **1. What Are Intellectual Property Rights?**

Intellectual Property Rights (IPR) protect:

- Ideas
- Text
- Images, graphs, charts
- Audio/video clips
- Data, figures
- Any material created using intellectual effort

Respecting IPR means giving proper credit and following legal & ethical rules when using others' work.

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#### **2. Why Respect IPR?**

Respecting IPR ensures:

- Ethical academic writing
  - Avoidance of academic theft
  - Transparency about where information comes from
  - Easy access for readers to original sources
  - Protection from accusations of plagiarism
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#### **3. How to Respect Intellectual Property Rights**

##### **A. Follow Referencing and Citation Conventions**

- Use required style sheets (APA, MLA, Chicago, etc.)

- Follow citation rules carefully
- Provide accurate details (author, year, page number)

## B. Acknowledge All Information Sources

Give credit for:

- Ideas
- Words and phrases
- Theories
- Concepts
- Data
- Visual materials (images, charts, diagrams)

## C. Avoid Plagiarism

Following IPR automatically prevents plagiarism.

This includes:

- Proper paraphrasing
  - Proper summarizing
  - Accurate quoting
  - Giving full credit
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# 4. Ethical Ways to Use Someone Else's Work

## 1. Appropriate Paraphrasing

- Read → Understand → Rewrite in your own words
- Change vocabulary, sentence structure, and word class
- Preserve original meaning
- Cite the source even after paraphrasing

## 2. Effective Summarizing

- Condense long texts into a few lines
- Capture only the main idea
- Requires strong reading & comprehension skills
- Always include a citation

### 3. Accurate Quoting

- Use exact words from the source
- Include quotation marks
- Provide: author surname, year, page number
- Follow the chosen referencing style precisely

### 4. Correct Citations

- Maintain format rules of the required citation style
- Ensure accuracy in every detail

### 5. Proper Reference List / Bibliography

- Arrange entries in required order
  - Follow formatting guidelines
  - Ensure completeness and accuracy
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## 5. Using Copyrighted Materials: Rules & Permissions

### When Permission Is Needed

You must seek prior written permission for:

- Images, charts, graphs, diagrams
- Video and audio clips
- Poems, lyrics
- Long textual extracts (e.g., 400–500 words)

Permissions usually required from:

- Original author
- Publisher
- Copyright holder

### When Citation Alone Is Enough

Some materials allow use without permission if:

- They fall under *fair use / fair dealing*
- The creator/publisher permits use with proper citation

Always check the usage policy.

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## 6. Understanding Copyright Laws

Copyright laws vary by country:

- Countries like the USA have strict laws
- Developing countries (e.g., India, China) may have less strict regulations
- Always check the laws of the country where the content was created

Before Using Any Material:

1. Check whether it is copyrighted
  2. Check if permission is needed
  3. Follow legal rules of that region
  4. Cite accurately
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## 7. Key Principles to Remember

- Respect the creator's rights
  - Cite everything you use
  - Ask for permission when required
  - Know the copyright laws of the source country
  - Use copyrighted material responsibly
  - Read the copyright terms carefully
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## Conclusion

Respecting IPR in academic writing means:

- Following citation and referencing conventions
- Giving full credit to original creators
- Paraphrasing and summarizing ethically
- Seeking permission for copyrighted materials
- Understanding the legal boundaries of usage

Doing this ensures integrity, transparency, and academic honesty.

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