

# Academic Honesty

Academic honesty is essential in academia and research. IRIC has its core values and expects writers and faculty to adhere to them—Being honest and responsible for your productions.

Academic honesty is defined as completing all academic work without cheating, lying, stealing, or receiving assistance from any other person or using any source of information not appropriately authorized or attributed.

(<https://honesty.uga.edu/Academic-Honesty-Policy/Introduction/>)

Abiding by academic honesty rules convinces IRIC and readers that the authors proposed their ideas, conducted authentic research, and did not fabricate data. In addition to building your reputation as a scientist, acknowledging the authors' work will strengthen your arguments as it illustrates that there are evidence and subject matter experts in that field who confirm your rationale.

# Academic dishonesty

Academic dishonesty encompasses various forms, such as deliberate cheating, data fabrication, and plagiarism. There are instances where individuals act dishonestly with intent. Many journals have strict policies regarding academic dishonesty, resulting in the automatic rejection of manuscripts without peer review if such misconduct is detected. Furthermore, if dishonesty is discovered after publication, the paper may be retracted from the journal. Such a retraction can impact the authors' reputations and pose challenges in future publishing endeavors.

Importantly, many cases of academic dishonesty are completely unintentional. These cases most often arise when students are unaware of the severity of plagiarism in their work and do not know how to avoid it. If you follow the guidelines in this document, you can avoid unintentional plagiarism when researching and publishing.

# When are citations needed?

There are only two cases where a citation is not necessary:

1. When expressing your ideas: When expressing your ideas or personal opinions on a subject, citations are not necessary. However, it is crucial to ensure clarity in your writing, explicitly distinguishing between personal opinions and well-known facts to avoid confusion for the reader.
2. Common sense: For information that falls under common knowledge, citations are not required. Determining what qualifies as common knowledge can sometimes be challenging. In such cases, consider whether your peers at school would readily acknowledge and trust the information without needing to verify it. If so, it likely qualifies as 'common knowledge.' Otherwise, it is advisable to provide a citation. When uncertain, err on the side of caution and include a source citation.

In all other cases, a citation is needed to support your claims. Citations alone do not prevent plagiarism, you must follow additional guidelines to prevent plagiarism of others' ideas in your manuscript.

# How to cite your sources

There are two ways to incorporate information from other sources:

1. Direct quotations: Direct quotations involve using the exact words of the author in your paper, denoted by placing the quote within quotation marks (" "). However, in academic writing, direct quotes are rarely employed, and therefore, IRIC discourages their use in published manuscripts.
2. Paraphrasing: Paraphrasing, on the other hand, entails rephrasing the author's ideas using your own words. Even when paraphrasing, it is essential to cite the source as the ideas still belong to the original author. In IRIC, most, if not all, citations should be presented through paraphrasing to effectively convey the author's ideas while giving proper credit to the source.

## Examples of Good and Bad Paraphrasing:

The following are examples of correct and incorrect paraphrasing from [Professor Paul C. Smith from Muhlenberg College](#)

Original Passage: "Long-term memory, that immensely complex storehouse, has also been most extensively studied with the use of verbal materials, usually presented in

the form of long lists. As we shall see, this approach has resulted in some extremely important findings, but it has also been a bit misleading. After all, remembering lists of words is somewhat different from remembering a conversation, a recipe, or the plot of a movie" (Klatsky, 1975, p.17).

Inappropriate Paraphrase: Long-term memory is a complex storehouse that has been studied extensively using verbal materials presented in the form of long lists. While this approach has resulted in some important findings, it has been misleading.

Remembering a list is not like remembering a discussion or a movie (Klatsky, 1975).

Appropriate Paraphrase: Researchers usually study long-term memory by having subjects attempt to recall aloud items from long lists. Because such a task is different in important ways from the kinds of tasks long-term memory is usually called upon to perform, our findings are somewhat questionable (Klatsky, 1975).

## Tips to help you avoid plagiarism

- Keep detailed notes: Maintaining detailed notes throughout the research process eliminates the need to constantly reference the source material while writing. This approach allows for two rounds of paraphrasing, ensuring the final output remains sufficiently distinct from the source.
- Use a citation manager: Using a citation manager can significantly streamline the writing process. These programs enable you to add citations as you write, automatically populating your references page, and maintaining the proper order of citations even as you move sentences around. Free options like Mendeley and Zotero are available, while Endnote offers both a free online version and a paid desktop version, which may be accessible through school systems utilizing Microsoft Office.
- Take time for citations: Devoting ample time exclusively to handling citations is crucial. This task is integral to the writing process and may require several hours to complete adequately.
- Critically read the final draft: When you believe you have a finished manuscript, carefully review each sentence and critically assess whether citations are necessary and if the works cited are appropriate.
- Ask for help: Don't hesitate to seek help from teachers and librarians. They can be invaluable sources of assistance if you encounter challenges, have questions, or need to ensure your manuscript is appropriately cited. Librarians, in particular, possess expertise in conducting research, making them excellent resources for guidance.

# Resources

- [Academic Honesty](#)
  - A walkthrough course on academic honesty from Austin Community College, Austin, Texas.
- [How to Avoid Plagiarism](#)
  - “Plagiarism and You” is a short video from Algonquin College, Canada, that defines plagiarism, provides multiple examples, and provides tips on how you can avoid plagiarizing.
- [A Guide to Understanding Plagiarism](#)
  - A general flow chart was provided by Stony Brook University, Stony Brook, New York, for understanding written plagiarism.
    - IRIC discourages the use of direct quotations in published manuscripts.
    - The majority of your citations should use paraphrasing.