ACADEMIC INTEGRITY GUIDE

SUMY 2019

The guide provides general concepts and practical tips on academic integrity and information literacy.

The edition is intended for students and schoolchildren.

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DIGITAL LITERACY

**Media Literacy:**
Critically read and creatively produce academic and professional communications in a range of media

**Learning Skills:**
Study and learn effectively in technology-rich environments

**Information Literacy:**
Find, interpret, evaluate, manage and share information

**Information Technologies Literacy:**
Adopt, adapt and use digital devices, applications and services

**Communications and Collaborations:**
Participate in digital networks for learning and research

**Career and Identity Management:**
Manage digital reputation and online identity
Adherence to **ethical rules and values** guarantees trust in learning outcomes, successful employment and good living.

**HONESTY**: avoiding fraud, cheating, appropriation of someone else's work

**RESPECT**: attentive attitude to different points of view, recognition of authorship

**RESPONSIBILITY**: awareness of the effects of own and collective actions

**JUSTICE**: impartial fair decisions, absence of discrimination

**TRANSPARENCY**: reference to the trusted information, accessible and clear explanation of the research results

**COURAGE**: the ability to defend the values of academic integrity by personal actions

**TRUST**: confidence in honesty and good faith of all participants of the educational process
ACADEMIC INTEGRITY INVOLVES

1. respect for intellectual property, adherence to the norms of the copyright legislation
2. independent fulfilment of individual educational and scientific tasks, responsible work in groups
3. providing reliable information about the data, used publications and own research results
4. critical analysis of the facts, data, evidence; verification of the validity and reliability of original sources
5. proper quoting and citing sources; generalizing, rephrasing and making own findings
ACADEMIC INTEGRITY AT SUMY STATE UNIVERSITY

Legislation and Regulation

- The Education Law of Ukraine
- The Higher Education Law of Ukraine
- SSU Corporate Culture Code
- SSU Academic Integrity Code
- Bylaws on Academic Integrity and Ethics of Academic Relations at SSU
- Bylaws on the Institutional Repository of SSU

Changes in Educational Programs and in Teaching Approaches

- Blended practical oriented learning
- Innovative teaching technologies and methods

Development of the Information Literacy

- Introduction of Academic Writing course
- Library advisory support

Monitoring Academic Integrity

- Surveying students and teachers
- Checking academic papers for plagiarism
- Establishing academic responsibility
VIOLATION OF ACADEMIC INTEGRITY

PLAGIARISM: using or representing the ideas or work of others as your own work without reference to the author

CORRUPT PRACTICES: providing or receiving money, services for certain benefit in an unlawful manner

CHEATING: attempting to obtain, or aiding another to get credit for work, or any improvement in evaluation, by dishonest or deceptive means

FALSIFICATION: manipulating research instrumentation, materials or processes, changing or omitting data or results of the research

SELF-PLAGIARISM: any attempt to take any of your own previously published text, papers, or research results and make it appear brand new

FABRICATION: the construction and/or addition of data or observations that never occurred in the gathering of data or running of experiments
ACADEMIC RESPONSIBILITY

The consequences for cheating, plagiarism, unauthorized collaboration, and other forms of academic dishonesty can be very serious. Instructors or special university commissions can determine such sanctions for violating academic integrity:

- requiring the student to redo the assignment for a reduced grade
- assigning the student a failing grade for the assignment or for the class
- terminating participation in the research project
- deprivation of academic scholarship and other privileges
- suspension or expulsion from the University
ACADEMIC PLAGIARISM

Easy access to information, digital innovations, the imperfection of the copyright legislation, as well as lack of creative educational assignments are the main causes of academic plagiarism.

The general types of academic plagiarism are:
- Using someone else’s ideas without attribution
- Using someone else’s words without attribution
- Citing the source incorrectly

To avoid plagiarism you need to follow the following rules:

Provide correct citations and follow the guidelines of your citation

Do proper structuring (paraphrasing, quoting or summarizing) of the borrowed ideas

Bring original thought into the text and not rely too heavily on other people's work
TYPES OF PLAGIARISM

Direct plagiarism (COPY & PASTE)
rewriting or translating an original text without citing the source

Mosaic plagiarism (SHAKE & PASTE)
combining fragments of different texts to form a new text without citation

Idea plagiarism
paraphrasing another author’s ideas in your own words without citing

Global plagiarism
using someone else’s work while passing it off as your own

AGGREGATOR
the work cites the sources but has almost no own contribution

Incorrect Citing
Citing a non-existent source (Error 404) or with mistakes
AVOIDING PLAGIARISM

1. Define a clear task and work structure
2. Plan a schedule for individual tasks
3. Start your work on time
4. Ask help from your teacher or librarian
5. Check and analyze facts and data, focus on the primary sources
6. Systematize information using reference managers
7. Express your own judgements
8. Practice academic writing
9. Check text for plagiarism by software
PLAGIARISM CHECK

You can use special plagiarism detection software to check similarity and originality of the text.

FREE SOFTWARE

- PLAGIARISMA
  - free access
- ADVEGO Plagiatus
  - simple interface
  - risks of unfair work usage
- COPYSCAPE

PAID SOFTWARE

- UNICHECK
  - international systems
- StrikePlagiarism
  - provided at university
  - confidentiality guarantee
The ability to effectively formulate and represent your own thoughts is the key to academic integrity, effective learning, and successful employment.

**Academic Literacy Skills**

- Creating Presentations
- Effective Reading
- Academic Writing
- Public Speaking
Academic writing is a skill to express and substantiate own ideas with the help of a concise, convincing scientific text organized in a formal order or structure.

**Types of scientific texts**

- Essay
- Report
- Course Work
- Bachelor Thesis
- Master Thesis
- Ph.D. Thesis / Dissertation
- Abstract
- Conference Paper / Article
- Monograph

**Structure of scientific text**

- **Introduction**
  - relevance, aim and challenge
  - hypotheses and methodology

- **Body paragraphs**
  - description of data & research
  - research results

- **Conclusions**
  - main findings
  - practical application of results
BIBLIOGRAPHIC DESCRIPTION

Bibliographic description structures details about the formal elements of the materials, such as creator, title, dates, extent, and contents to facilitate the identification, management, understanding of the work and correct representation of the References (list of the used sources).

Bibliographic description rules are adopted at the state level and are presented in the form of DSTU – the state standard of Ukraine.

An example of bibliographic description according to DSTU 8302: 2015

INTERNATIONAL CITATION STYLES

Depending on the type of science, work, educational institution or editor, any international citation style can be used instead of the state bibliographic standards.

- HARVARD REFERENCING STYLE (Humanities, Economics)
- CHICAGO STYLE: NOTES AND BIBLIOGRAPHY (Humanities)
- VANCOUVER STYLE (Medicine and Physics)
- APA STYLE (Social sciences)
- MLA STYLE (Humanities)
- CHICAGO STYLE AUTHOR-DATE (Physics, Natural and Social sciences)
- IEEE STYLE (Hard sciences: Engineering, Electronics, IT)
- ACS STYLE (Chemistry and other Natural sciences)
REFERENCES AND CITATION

Referencing is used to tell the reader where ideas from other sources have been used in the work.

REFERENCES

A reference list is a list of the resources (books, journals (online and paper based), online sources including websites, blogs and forums, theses and articles, other sources of information such as film, video, photo etc.) used for assignment or research.

References come at the end of the work, and are arranged in alphabetical order, usually by author or title, or in order of use in the text.

CITATION

In-text citations are inserted in the body of the paper with direct quotes and paraphrases to identify the author or publication for the material you have used. Every citation should have a corresponding entry in the References.

You may not cite common knowledge – the information which anyone is likely to know.
IN-TEXT CITATION

Depending on the type of scientific text and citation style there may be different types of in-text citing.

**DSTU 8302:2015 In-Text Citation Examples**

- Other recent researchers [4, 11] confirm the findings that drug treatment has little effect in the cure.
  Here [4, 11] are the sources’ numbers in the References.
- **Footnote citation:** According to Bazhora⁴, …


**APA STYLE IN-TEXT CITATION EXAMPLES**

**Paraphrase:**
- According to modern views, non-cellular infections are formed by viruses, viroids and prions (Bazhora, 2018)
- Other recent researchers (4, 11, 12) confirm the findings that drug treatment has little effect in the therapy.
  Here (4, 11, 12) are the sources in the Reference list.

**Quote:**
- As Bazhora mentions in The Medical Biology (2018), “non-cellular infections particles include viruses, viroids and prions” (p. 19).
These are software programs that simplify the process of reference management by allowing the user:

- to collect, store, and organize references
- insert citations at the appropriate place in the body of the manuscript
- generate a list of the references in an appropriately formatted bibliographic style.

EndNote

Mendeley

Citavi

Zotero

Papers

RefWorks
CERTIFICATES AND CONSULTATIONS

WANT TO KNOW MORE ABOUT:

- Academic Integrity
- Academic Literacy
- Selection of literature on the topic
- Electronic Databases
- Open Information Resources
- International Citation Styles
- Bibliographic managers
- Plagiarism checking programs

ASK LIBRARIAN!

Central Library
2, Rymskogo-Korsakova st., Sumy, Ukraine
(0542) 687929, info@library.sumdu.edu.ua

Branch of the library
9/1, Pokrovksa st., Sumy, Ukraine
(0542) 665106, uabs@library.sumdu.edu.ua

Library of the Medical Institute
31, Sanatorna st., Sumy, Ukraine
(0542) 661760, medical@library.sumdu.edu.ua
REFERENCES


6. Types of plagiarism / Scribbr. URL: https://www.scribbr.com/plagiarism/types-of-plagiarism/

7. Citing references: libguides / University of Reading. URL: https://libguides.reading.ac.uk/citing-references.


9. Pictograms. URL: https://icons8.com

10. Strengthening Academic Integrity in Ukraine Project. URL: https://saiup.org.ua.
HONOR CODE IN EDUCATION

LEAD A HEALTHY LIFESTYLE

DEVELOP YOUR ABILITIES

STUDY DILIGENTLY

RESPECT OTHER PEOPLE, THEIR IDEAS, THOUGHTS, FAITH, FEELINGS

RESPECT THE PROPERTY OF OTHERS (INCLUDING INTELLIGENT PROPERTY)

BE HONEST AND CONSISTENT

DEVELOP YOUR SELF-CONTROL AND PUNCTUALITY

TRUST YOURSELF AND BELIEVE IN YOUR ABILITIES
“Academic integrity is a way to change the world. Change the university first; then change the world.”

Youngsup Kim