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Academic Integrity is fundamental to a thriving academic community. According to the "Academic Integrity Policy," Kean University's "commitment to and demonstration of the growth of intellectual reasoning, academic and professional values, individual ethics and social responsibility in all members of campus" is built on the Twin Pillars of honesty and integrity (2012, p.1-2). Academic integrity is the basis of the University's goal to enable an exchange of ideas and develop new knowledge, and it requires that individual scholars (both faculty and students) work with and trust one another.

Why is Academic Integrity important?

Academic communities are based on creating new ideas through investigation, debate, application and analysis. Reputable and respected members of these communities always acknowledge sources of the materials used.

At Kean University, the demonstration of academic integrity falls into four categories (2012, p. 2-3):

1. Mastery of Materials- All members of the Kean community are responsible for the truthful representation of their mastery of contents and materials on prepared documents or other academic, research, or professional exercises.
   (Do not misrepresent findings, or discussion)

2. Representation of sources- All members of the Kean community are responsible for the complete, accurate, specific and truthful acknowledgement of the work of others, including but not limited to their ideas, words, phrases, sentences, or data.
   (Plagiarism)

3. Truthful submission of work- All members of the Kean community are responsible for the truthful representation of the data, scholarly or creative works, research, its findings, projects, or other academic, research or professional exercises
   (Fairness of Authorship and Plagiarism).

4. Access and use of sources- All members of the Kean community should ensure that they protect their rights to access and use resources and engage only in authorized access and use of copyright of those materials).
   (Copyright/ Fair Use)

Academic Dishonesty

According to the [University Policy](#) (2012), Academic Dishonesty falls into the following categories:

1. Cheating:- Act of deception by which a person misrepresents their mastery of material. Unauthorized assistance with academic work, unauthorized access to someone else's data, files, research or academic work.

2. Plagiarism: when a person represents' someone else's words, ideas, phrases, sentences, or data as one's own work. Copying or paraphrasing text without acknowledging the source.

3. Fabrication: the use of invented information or the falsification of scholarly or creative works, research or its findings or other results. Listing sources in a bibliography or other report that were not used in the paper.

4. Academic Misconduct: any other act of academic dishonesty that does not fall into any of the other categories. Including assisting others in committing an act of academic dishonesty.

How can you prevent Academic Dishonesty?

1. Give credit where credit is due- students, faculty, researchers, collaborators.
2. Paraphrase and summarize effectively appropriately citing sources.
3. Develop a critical perspective to add to the academic discourse of new ideas.
4. Follow Fair Use policies and Copyright law for all content, both teaching and research.

Plagiarism

The information above provides a brief definition of plagiarism. However, it would be important to take a closer look at what plagiarism is and how we can avoid it.
The root of the word "plagiarism" is from the latin word *plagiarius,* which translates to "kidnapper" (Dhammi & Haq, 2016). In essence, it is taking someone else's work and passing it off as your own, whether intentionally or unintentionally. Plagiarism is always extremely serious, however, in academia, it is taken even more seriously.

Kinds of Plagiarism

According to Dhammi and Haq (2016), there are **six** kinds of plagiarism to look out for:
1. Verbatim
2. Mosaic
3. Paraphrasing
4. Self

5. Cyber
6. Image

Verbatim plagiarism occurs when the writer takes someone else's work, word-for-word, and passes it off as their own, without crediting the source (citations, attribution, and so on). This is often the "copy and paste" method. It is fine to use another source, and even use word-for-word, however the material taken from the source needs to be placed in quotations, and properly cited.

Mosaic plagiarism is similar to verbatim plagiarism, however, the author takes their own words and interspersed them with the language from another source, without giving proper credit by citing the source. This can be avoided by always citing the source, both within the body of the document (footnote or in-text citation) and on the reference page or endnotes.

Paraphrasing, like mosaic plagiarism, is taking language from another source, and summarizing the information. Paraphrasing is acceptable ONLY IF the source is properly cited and the author(s) receive proper attribution within the body (footnote or in-text citation) of the document and on the reference page or endnotes.

Self plagiarism might sound like a contradiction, but it is not. It involves academic dishonesty, but not theft. It may occur when an author submits the same data and research to different journals at the same time for publication. It is also possible to self plagiarize by augmenting older publications by adding new data and passing it off as new (Law et al., 2013). Self plagiarism may also occur when an author uses pieces of information previously published work in two or more new publications. Lastly, if an author uses large sections of text from a previously published work, without citation, this would be considered plagiarism (Dhammi & Haq, 2016).

Cyber plagiarism is copying, downloading, and using any material on the internet without giving proper credit both in the body of the document (footnote or in-text citation) and the reference page or endnotes. This can be avoided by properly citing the material and giving credit to the authors or site.

Image plagiarism largely deals with the use of an image or video without permission and without giving proper acknowledgement to the author, artist, etc. These images should not be augmented or distributed without permission first.

Avoiding plagiarism

Avoiding plagiarism really comes down to academic integrity. Ultimately that means properly attributing the source material. When in doubt, CITE, CITE, CITE!!!
Here are some tips on the Dos and Don'ts of academic work (Law et al., 2013; Perkins et al., 2020; Dhammi & Haq, 2016):

1. Always give attribution to the author regardless of your use. It could be an author's idea or a lengthy direct quote- you always need to cite the source. Attribution means identifying the source within the body of the document and/or using footnotes, endnotes or reference pages to provide further citation information.

2. Always use quotation marks where appropriate. This indicates to the reader that the language within the quotes is language from another source. Follow this up with an in-text citation or footnote (depending on the format of your discipline). Block quotes are utilized for more lengthy direct quotes.

3. For extensive quotes or materials, obtain permission from the author or publisher.

4. Always use footnotes, in-text citations for the body of the document and/ or provide a reference page or endnotes. You will need to consult your discipline for the proper formatting of citations. See additional information at the end of this guide.

5. You do not have to cite common knowledge- which largely means anything widely known, often scientific or historical facts (i.e. the capital of Sri Lanka, number of teeth in a human mouth).

For further examples and information on citation and plagiarism see the plagiarism page at the Nancy Thomson Learning Center.

How to choose a citation style
Great question! There are several different citation styles, but largely you choose a style based on your discipline.

1. **MLA** (Modern Language Association) style is usually the style guide used by the Humanities.
2. **APA** (American Psychological Association) style is used in Education, Psychology, and Sciences.
3. **Chicago/ Turabian** style is used by Business, History and the Fine Arts.

It is always a good idea to have someone else review your work. Kean University's Writing Center is a perfect place to work on your writing.

Resources for Faculty

It is important to remind students of the academic integrity policies of the univeristy. A good way to do this is to cite the policy in your syllabus at the beginning of the semester, as well as to remind them of the tools they have to make sure they are in line with the policy. Additionally, in terms of plagiarism, faculty have access to a SafeAssign tools on Blackboard. According the Kean Univeristy Student Handbook (p.8), "Kean Online uses the Blackboard SafeAssign tool to

prevent plagiarism for writing assignments. The SafeAssign tool detects unoriginal content in written assignments, which gives students an opportunity to learn and understand how to use sources for writing and research assignments." Kean Univeristy also provides access to Turnitin as an additional resources to ensure academic honesty.

For further information on Academic Intergrity and Plagiarism, please reach out the Nancy Thompson Learning Center: learningcommons@kean.edu

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