



PLAGIARISM AND PLAGIARISM CHECKS AT TALTECH SCHOOL OF BUSINESS AND GOVERNANCE

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WHAT IS PLAGIARISM?

- **Plagiarism** – thoughts, ideas, formulas, data, figures or text being presented as the author's own contribution without proper reference to the original author or source.
 - **Autoplagerism** – the author uses his/her own text (e.g. a work submitted earlier in another course) without providing a proper reference to own prior work.
- **Why it is important to understand what it is?**
 - Plagiarism is a form of violation of academic practice which may result:
 - in grade „0“ for the written assignment and a decision that the thesis is not allowed to the final defence;
 - in case of all written assignments, as an additional punishment, the Dean's letter of reprimand or the dismissal from the university (depending on the extent of plagiarism).
 - While determining the punishment, the decision will not depend on whether plagiarism was intentional or non-intentional – **lack of knowledge does not release from responsibility.**



HOW TO AVOID PLAGIARISM? (1)

It is important to reference properly by distinguishing:

- **A quote – word-by-word repetition** of another author's claim which has to be in **quotation marks**. It has to follow the original completely in terms of wording, orthography, punctuation and emphasis (e.g. italics, underlining etc).

Example in case of parenthetical referencing:

„Public policy making is characterised [foremost in the NPM concept] ... the employer-executor problem.“ (Lane 1996, 7).

- **A paraphrase – presentation of another author or source in own words**. In case of referring the presentation **does not** follow the original **word-by-word** and the **author paraphrases the thought appropriately** (in a summarising, commenting form).

Example in case of parenthetical referencing:

Economics has been defined as the science which analyses a person's behaviour dependent on the discrepancy between his aim and possibilities (Arrak 2000, 7).

- **Good examples about how to avoid plagiarism:**

<https://drive.google.com/open?id=0B28aGnsx9ebxR3RLdI9FY2NYeDQ>



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HOW TO AVOID PLAGIARISM? (2)

Reminder on quotations:

- Quotes are usually used if the example is vivid, interesting, colourful. In other cases use paraphrase.
- Word-by-word translation is a quote and has to be formatted accordingly. If the objective is to paraphrase, then in parallel to the translation of the original, the text should be immediately re-worded.
- Excessive use of quotes and merger of multiple quotes from different sources (without author's own contribution) should be avoided.

Common mistakes, which constitute plagiarism:

1. Reference has been added, however, the text has been taken one-to-one, i.e. the text should have been marked as a quote, but is presented as paraphrase.
2. Reference is missing completely and the text is presented as the author's own original work.
3. Text has been paraphrased to the minimal extent - only a few conjunctions have been added or a few words have been replaced.



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EXCERCISE 1

Original text from article

Marston, C.; Starker, M. (2001), "Investor Relations: A European Survey", *Corporate Communications: An International Journal*, Vol. 6, No. 2, pp. 82-93.

This paper examines the importance of the investor relations function within the top 80 continental European companies by reporting on the result of a postal questionnaire. The results confirm that many continental European companies have well established investor relations practices and the function is growing in importance.

How to put down the result of the investigation?

- paraphrase:

A survey conducted in 80 continental European companies confirmed the strength of investor relations and the growth in its importance (Marston, Starker 2001).

- quote:

We know that „... many continental European companies have well established investor relations practices and the function is growing in importance.“ (Marston, Starker 2001)



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EXCERCISE 2

Definition from article

Marston, C.; Starker, M. (2001), "Investor Relations: A European Survey", *Corporate Communications: An International Journal*, Vol. 6, No. 2, pp. 82-93.

Investor relations (IR) has been defined as „the management of the relationship between a company with publicly traded securities and the holders or potential holders of such securities“ (Investor Relations Society 1997).

If you would want to put down a definition of investor relations, what should you do?

1. Search for the original source, in this case Investor Relations Society (1997), and if you find the same definition from there, you may use it word-by-word.
2. If you do not find the definition from the original source, you could try to find some other source which provides a definition for investor relations.
3. If you do not find any alternative source, you could cite through the secondary source i.e.



Investor relations have been defined as „ the management of the relationship between a company with publicly traded securities and the holders or potential holders of such securities“ (Investor Relations Society 1997 referenced in Marston, Starker 2001)

REMINDER ON REFERENCING

- **All sources used by the author have to be referenced**
– all sources referenced in the text have to be included in the list of references and all items in the list of references have to be referenced to in the text.
- **No references to commonly known facts, data, viewpoints are necessary** if these are known to majority of people and available in encyclopedia, dictionaries etc. Still, references have to be provided if the claims are disputable or the phenomenon is being interpreted.
- You should always refer to the **original source**. If the sentences, thoughts are not available from the original source, you can refer to them through another source. Then you should present the reference of the original source together with the source through which the original is referred to, i.e. (Serra 1963 referenced in Kattel 2007, 4).



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PLAGIARISM CHECKS (1)

- All theses submitted to defence in TTÜ School of Business and Governance will go through a plagiarism check.
- Checks are also performed on other longer written assignments.
- Programme – URKUND and Ephorus. The programme compares the submitted work with those previously inserted into the system and also text available in the Internet. Random checks using Google.
- If matches are found, the programme issues a % of the text that matches the text in some other source and marks the problematic parts of the submitted work.
- Matches greater than the usual error limit (in %) of the programme are investigated thoroughly.
- In case matches are detected, the teachers have been instructed to provide only the references to problematic sources and in case of Ephorus forwarding only information seen in the Summary report (see the second slide from here).



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PLAGIARISM CHECKS (2)

Important to note for automatic plagiarism checks carried out on written assignments through Moodle:

- You will receive automatic e-mail from URKUND after uploading your assignment to Moodle. This letter provides a possibility to register your e-mail address. **PLEASE IGNORE this e-mail.**
- At our School the **STUDENTS ARE NOT ALLOWED to carry out plagiarism checks in URKUND or Ephorus themselves or with the help of others.** This allows to avoid situations where:
 - Your assignment is under scrutiny of the teacher due to high match %,
 - We create extra work for all parties involved,
 - We put students in unequal position.



PLAGIARISM CHECKS (3)

- **URKUND view on screen**

Total match 20%

Match % with specific sources by sections

Rank	Match %	Path/Filename
1	86%	http://www.learnlearn.co.in/bitcoins-bitcoin-mining-crypto-currency-faq/
2	90%	Once considered an unknown and unproven currency, the cryptocurrency b...
3	100%	What Are Bitcoins? To understand bitcoin mining, you must understand the...
4	100%	The Mining Process: A Quick Primer How to mine bitcoins you ask? When a ...
5	90%	First, you need a bitcoin wallet. Each wallet has its own unique bitcoin addr...
6	100%	formed when mining became more difficult and it could take years for slow...
7	100%	https://www.investopedia.com/terms/b/bitcoin-exchange.asp
8	100%	A bitcoin exchange is a digital marketplace where traders can buy and sell b...
9	100%	Bitcoin exchange platforms match buyers with sellers. Like a traditional sto...
10	100%	Online bitcoin marketplaces usually designate bitcoin participants as either...

3.1. INTRODUCTION TO ICELAND 1.1. Country profile Iceland is the second largest island in the North Atlantic Ocean, 900 km west of Norway and 300 km east of Greenland. The main island which lies south of the Arctic Circle, has an area of 103,000 square kilometres (which is approximately the size of the U.S. State of Virginia or slightly bigger than Ireland) and it includes approximately 200 volcanoes. Today the most active volcano is the Heima, located 110 km from Reykjavik, and which erupted for the last time in February 2000. Relative to the land area, approximately 75% of it is more than 500 metres above sea level and...

External source: <http://www.livefromiceland.is/iceland-info/>

Comparison with the specific source



PLAGIARISM CHECKS (4)

- **Example - Summary Report** Total match 15%, 12% from the first Wikipedia source.



Document title	Submit date
[REDACTED]	Tue 03 Jan 2017 04:39:01 AM CET
15%	
12%	http://ru.wikipedia.org/w/index.php?title=%D0%A1%D0%B0%D0%BD%D0%BA%D1%86%D0%B8%D0%B8+%... http://ru.wikipedia.org/w/index.php?title=%D0%92%D0%B0%D0%BB%D1%8E%D1%82%D0%BD%D1%8B%D... http://ru.wikipedia.org/w/index.php?title=%D0%94%D0%B5%D0%BD%D0%B5%D0%B6%D0%B0%D...
1%	http://ru.wikipedia.org/w/index.php?title=%D0%98%D0%BD%D0%B4%D0%B5%D0%BA%D1%81+%D0%91%... Found at: Tallinn University of Technology (Ксения-Жукова_08.05.2015.docx, 05/08/2015) Found at: Tallinn University of Technology (Жукова_20.05.2015.docx, 05/20/2015) Found at: Tallinn University of Technology (Martin-Nurja-BA-Final.pdf, 06/02/2015) Found at: Tallinn University of Technology (Lõputöö Sander Sornberg aksei.docx, 12/07/2016) http://www.nasdaqomxbaltic.com/files/tallinninvestmentoriyloplastood/2014/Bakalaureuset%C3%86%CC%88... Found at: Tallinn University of Technology (Martšela_Kurikova.docx, 05/11/2015) Found at: Tallinn University of Technology (Sander-Matsina-BA.docx, 12/14/2014) http://ru.wikipedia.org/w/index.php?title=%D0%98%D0%BD%D0%B4%D0%B5%D0%BA%D1%81+%D0%BF%... Found at: Fortys (05/17/2013)



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PLAGIARISM CHECKS (5)

- The teacher sees also the comparison of the submitted text with the match and can decide whether it is a case of plagiarism.
- **Document with 12% match** – Match with red (black the text from the checked thesis). References are missing completely i.e. it is plagiarism case.

6 ноября запретила кредитнодепозитные операции в российских рублях на своей материковой территории и перемещение через границу с Крымом наличных российских рублей на сумму, эквивалентную более 10 тысячам гривен, а также запретила резидентам инвестировать в Крым. 10 января ввела действующий до 5 августа 2016 года запрет на ввоз из России большого количества пищевой продукции, список которого расширила позднее.	6 ноября запретила кредитно-депозитные операции в российских рублях на своей материковой территории и перемещение через границу с Крымом наличных российских рублей на сумму, эквивалентную более 10 тысячам гривен, а также запретила резидентам инвестировать в Крым. 10 января ввела действующий до 5 августа 2016 года запрет на ввоз из России мяса большого количества пищевой продукции, список которого расширила позднее.
15 января запретила поставки товаров, работ, услуг под всеми таможенными режимами с временно оккупированной территории на другую территорию Украины или с другой территории Украины на временно оккупированную территорию	15 января запретила поставки товаров, работ, услуг под всеми таможенными режимами с временно оккупированной территории на другую территорию Украины или с другой территории Украины на временно оккупированную территорию
Франция 3 сентября приостановила поставку в Россию первого из двух заказанных ранее вертолетов класса «Мистраль» — корабля «Владивосток» в связи с действиями России в конфликте на востоке Украины	3 сентября приостановила поставку в Россию первого из двух заказанных ранее вертолетов класса «Мистраль» — корабля «Владивосток» в связи с действиями России в конфликте на востоке Украины
10 апреля 2014 года Эстония помимо европейских санкций заморозила активы и имущество, принадлежавшие исполняющему обязанности губернатора Севастополя Алексею Чалому, а также его фирмам AS Tavidia Electric Export и Tavidia Electric Holding AG	заморозила активы и имущество, принадлежавшие исполняющему обязанности губернатора Севастополя Алексею Чалому, а также его фирмам AS Tavidia Electric Export и Tavidia Electric Holding AG
Помимо данных санкций было введено и множество других, в том числе и со стороны не упомянутых выше государств, а также со стороны стран и организаций, не присоединившихся к основному списку санкций, в том числе	



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PLAGIARISM CHECKS (6)

- **Matches highlighted by the programme which do not constitute plagiarism and which the teacher should not consider plagiarism:**
 - Matches related to the title page (contains standard text that all students have to follow exactly).
 - Some of the references in the list of references are a match. If the references are formatted using our formatting guide and some other student has used them in their thesis, these can appear in the report as a match. It may require attention of the teacher if the number of similar references is significant.
 - The same survey questions have been used (matches appearing in the Appendix or within the text when referring to the questions).
 - Referring to laws/regulative acts – the author cannot change the wording.
 - Match with the same author's work which has been inserted in the system previously.
 - Quotes – even if these are correctly presented in quotation marks, the programme shows them as a match (with an underline and should catch the eye of the teacher). 13

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PLAGIARISM CHECKS (7)

- **Urban legend surrounding Ephorus** – Every copy-paste section is shown as plagiarism if the text has been directly copied and not when the text has been re-typed by hand one-to-one.
- **Reality** – programme marks word-by-word matches irrespective to the insertion approach:
 - Copied quote, properly referenced – no plagiarism.
„Responders and non- responders to the recycling reward technique display no significant differences in their levels of ecological conscience, beliefs about recycling, ecological concern, attitude toward recycling and involvement with recycling prior to the promotion application.“ (Menses and Palacio, 2008)
 - Quote re-typed one-to-one, correctly referenced – no plagiarism.
“Prior to testing the hypotheses, we checked the validity and reliability of the measuring instruments by means of exploratory factorial, Cronbach's alpha and confirmatory factorial analyses on the cognitive components and the evaluative, ecological and recycling components. Consequently, it can be said that the scales for ecological conscience, recycling beliefs, recycling attitude and involvement show values that indicate the reliability and validity of the dimensions under consideration, except for the extracted variance of ecological concern, which was below the critical threshold of 0.5.“ (Menses and Palacio, 2006)
 - Copied text, reference missing – plagiarism.
 Many environmental studies have been content with limiting their studies to what occurs when consumers process information with a classic hierarchy of effect (knowfeel- do), and they have not ascertained empirically the degree to which consumers are involved in their recycling performance .
 - Text re-typed one-to-one, reference missing – plagiarism.
 In addition, the lack of this cognitive dissonance effect is further supported if we consider that the reward technique emphasizes neither ecological nor recycling itself. According to existing environmental literature, the application of the recycling reward technique does not consist of adding to the consumer's beliefs structure that recycling is something environmentally beneficial and to be ecologically concerned about .

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PLAGIARISM CHECKS (8)

- **How to avoid potential matches in the plagiarism report?**
 - While preparing the text, please avoid the practice of copying text one-to-one from the original with the aim of paraphrasing it later – do the paraphrasing immediately and put down the version which already uses your own words.
 - Consider carefully whether the use of quotes is needed. If it is needed, then format these properly (text in citation marks, reference added).
 - If you use previously prepared questionnaires, laws etc. the text of which cannot be changed, please mark the sources properly.
 - Do not present the work you have submitted for evaluation previously during another course. If you use some parts of your previous work, refer to it properly.
 - Use some plagiarism check options which are available in the Internet (these work better with text written in English).
- **What to do if the teacher says that there is too big match with some specific source?**
 - Check out the source, compare it with your work and provide your explanation to the teacher.



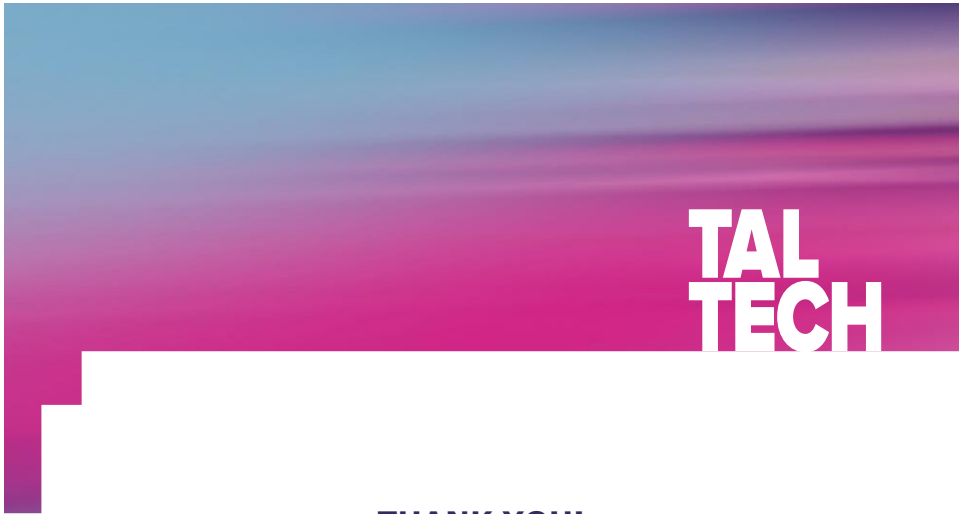
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PLAGIARISM CHECKS (9)

- **When is plagiarism considered extensive?**
 - Small violation – only a few sentences have been „stolen“, match % is very low.
 - Extensive violation – entire paragraph or several paragraphs have been „stolen“.
 - Extremely extensive violation – the work is made up of „stolen“ paragraphs which have been connected with a few sentences by the author.
- **What is done with the work containing extensive violation?**
 - Student is asked to provide his/her comments. Entire report is **not forwarded** to the student. The most important matching sources may be sent to the student to ask for explanations.
 - If plagiarism is detected, then the teacher has an obligation to submit a notice with all the evidence (URKUND/Ephorus report, student's reply etc) to the Committee for Handling Student Violations of Academic Practice and Contemptible Behaviour student.integrity@taltech.ee .
 - Already submitted thesis is not allowed to the defence and is not allowed to be corrected and re-submitted within the same semester.
 - In case of other written assignment, the work will be graded 0.
 - See School regulation [link](#) .



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THANK YOU!

QUESTIONS?