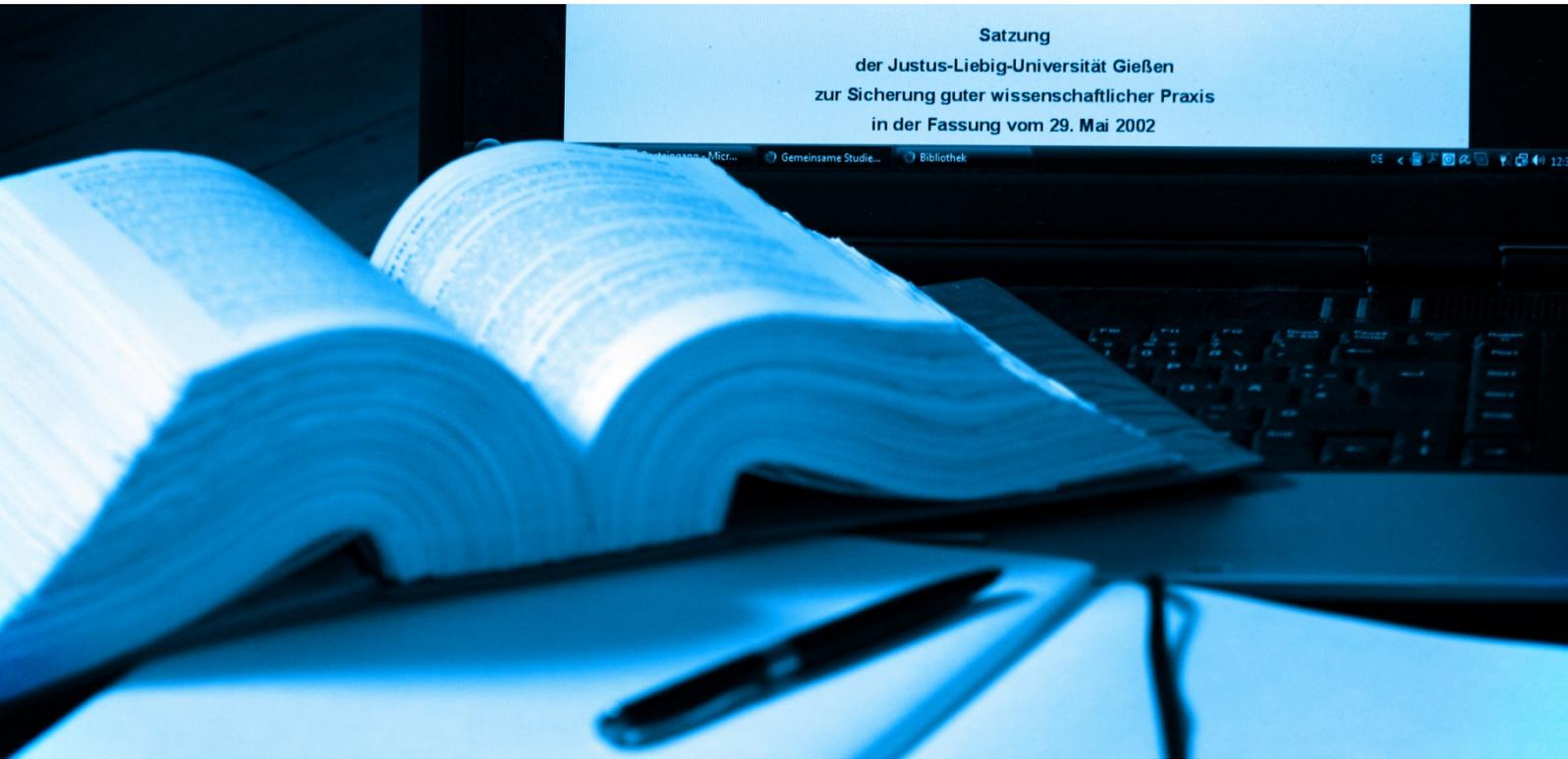


Information for students and lecturers

# Good academic writing instead of plagiarism and fraud

JLU

DAS LEBEN STUDIEREN  
DIE WELT ERFORSCHEN



Satzung  
der Justus-Liebig-Universität Gießen  
zur Sicherung guter wissenschaftlicher Praxis  
in der Fassung vom 29. Mai 2002

# Good academic writing instead of plagiarism and fraud

---

**Imprint:**

Herausgeber	President of Justus Liebig University Giessen Ludwigstr. 23, 35390 Giessen, Germany
Editor	Policy Unit für Teaching, Studies, Further Training and Quality Assurance (StL2) Department B (B1.3)
Cover photo	Axel P. Globuschütz
Publication date	Februar 2017 (3 <sup>rd</sup> revised edition)
Printed by	Saxoprint GmbH
Printed in/Print run	Februar 2017/15,000

## Introduction

A key part of your studies is learning and applying academic methods of working. In the course of your studies you will be required repeatedly to provide evidence that you have understood and can apply fundamental academic techniques, for example in pieces of independent academic writing. Justus Liebig University Giessen expects its students to ensure that their work complies with the requirements of academic practice.

A substantial part of the process of academic research and writing consists of critically reviewing existing research results. These are independently assessed, interpreted, brought up to date and amended. This leaflet is therefore intended to give you some initial insights into academic writing.

As a piece of academic writing is the product of the independent exploration of a particular question or problem issue, we would like to give you some information on “plagiarism and attempted deception” as well as on the associated JLU sanctions prescribed for such cases. Please bear in mind that this leaflet can only offer general advice. We would therefore suggest that right at the start of your studies, i.e. during in the first modules, you study in detail the working methodologies and standards in your subject field. Some introductory seminars on academic research and academic writing form an integral part of your course or are organised under *Interdisciplinary Skills*. In addition, JLU’s IT Service Centre runs introductory courses on drafting academic pieces of writing using various text processing programs.

Apart from that, it is worthwhile consulting a standard work on the subject of “academic writing”. One of your lecturers will be able to advise you on the most suitable work for your course.

## Fundamental principles of academic writing

A piece of academic writing is the result of a creative scholarly process. It must be prepared in accordance with specific formal requirements and academic principles. Pieces of academic writing should show that the author is familiar with academic principles and can apply them. The requirements will vary in accordance with the type and scope of the work. The piece of writing must be produced independently by the author. A piece of writing of this kind must be prepared in accordance with academic standards. Apart from the specific requirements of the subject area, those standards include, for example:

### Academic standards

- *Correctness and accuracy of contents*
- *Transparency/verifiability*
- *Intellectual integrity*
- *Choice of appropriate methodology*

Any research results, data and literature used must be indicated. This may be done by means of footnotes, bibliographies and appropriate annexes.

### Quotation rules

Particular attention must therefore be paid to the quotation rules for the subject area in question. Before beginning to write, acquaint yourself with the current quotation guidelines. As there are no uniform rules across the German-speaking countries, we recommend discussing this matter with the teaching staff. The chosen method of quotation must be applied consistently throughout the entire piece of writing. The faculties and institutions will generally be able to give you more detailed information on this matter.

### Sources

Quotations are either direct (verbatim) or indirect (conveying the sense) and are referenced within the body of the text or in footnotes. It must be possible to check the content and relevance of all texts used in a piece of academic writing. The references given for passages in a piece of writing allow the text to be read in its original context.

Work on a piece of academic writing consists to a large extent of dealing with quotations, sources and secondary literature. Rules have to be observed in order to comply with the fundamental principles of academic practice. This means, for example, that the literature and sources used must be disclosed. If the rules are not observed and sources are not indicated as such, “plagiarism” is said to have occurred.

**Verifiability**

### When does plagiarism occur?

If another person’s ideas are included in your own writing without any indication to that effect, plagiarism has occurred as someone else’s ideas have been presented as if they were your own. The rules of academic writing therefore include the need for others’ ideas to be recognisable as such. Verbatim inclusions must be indicated and must be clearly identifiable or verifiable. The same applies to paraphrased or rephrased quotations.

**Recognisability**

### What forms of plagiarism are there?<sup>1</sup>

- **Complete plagiarism**  
Copying and submitting someone else’s work verbatim.
- **Translation plagiarism**  
Inclusion of all or part of a text in a foreign language by translating it but failing to indicate the source.
- **Copy and paste plagiarism**  
Parts of others’ works are quoted verbatim but no references are given.
- **Paraphrasing without references**  
Parts of others’ works are included in a slightly adjusted and/or reworded form but no indication of the source is given.
- **Ghostwriting plagiarism**  
A piece of writing by someone else is submitted under your own name.

---

<sup>1</sup>The list (in German) has been taken, with some minor changes, from: Schwarzenegger, Ch/ Wohlers, W: Plagiatsformen und disziplinarrechtliche Konsequenzen, in: Universität Zürich, unijournal 4/06, p. 3. Available at: [http://www.rose.uzh.ch/download/Plagiat\\_unijournal\\_2006\\_4.pdf](http://www.rose.uzh.ch/download/Plagiat_unijournal_2006_4.pdf), lasted consulted on 19 September 2013 at 9.48.

- **Idea plagiarism**  
Fundamental ideas from a piece of writing are included without indicating their source.
- **Structural plagiarism**  
The structure of a piece of writing is taken from someone else's work without indicating the source.
- **Incorrect citing of references**  
Incomplete and incorrect data on the sources used or defective application of citation rules (e.g. the title is included in the bibliography but not indicated at the corresponding point in the text).

Copying, cribbing,  
etc.

### What is fraud or attempted deception?

Plagiarism is both a form of inappropriate academic conduct and fraud. Fraud may take the form, for example, of "copying" in written examinations (plagiarism therefore occurs simultaneously), using prohibited aids or falsifying data.

Submitting a piece of independent writing in different examinations is also attempted deception. The same applies to sections taken from your own written studies, unless they are marked accordingly.

### Sanctions

Faculty members at JLU may use an "anti-plagiarism software program" to check written texts. The applicable rules are set out in Article 25(6) of the **General Regulations for modular and multi-stage study programmes**:

Legal framework  
conditions

*"(6) Other written studies (presentations, projects, final dissertations) must be prepared by the examinee in accordance with the rules of good academic practice; in particular, he/she must ensure when submitting the work that he/she has written it independently and indicated all sources and aids used in the study and agrees to an anti-plagiarism software program being used to check his/her work. Final dissertations must be submitted in digital form (searchable). This also applies to other written studies if stipulated by the course tutor at the start of the course. "*

If fraud or plagiarism is found to have occurred in an examination submission, the examination is entered as “failed owing to plagiarism or fraud” in the examination administration software “FlexNow”.

Attempted deception is subject to sanctions under the applicable examination regulations. General rules on this matter are set out in Article 30(4) of the **General Regulations for modular and multi-stage study programmes at JLU:**

*„(4) If an examinee attempts to influence the result of his or her examination performance by deception or by using non-permitted aids or sources, the examination shall be evaluated as “Fail” (0%, Grade 5.0 or 0 points). If it is the first attempt at an end-of-module examination, the only option open to the examinee is to retake the examination. If it is the first attempt at one of the intra-module examinations within a module, the intra-module examinations in the module concerned are all considered to have been failed and the only option open to the examination is to retake the examination. If there is evidence that the examinee has already cheated in a previous examination in the study programme, renewed deception will lead to a final fail in the examination.“*

**Consequences of inappropriate academic conduct during studies**

After one incidence of attempted deception, the only remaining option is to retake examination. If a second incidence occurs within one study programme, the entire study programme shall be failed. Studies in that programme may not be continued at JLU.