Academic Ethics & Conducts

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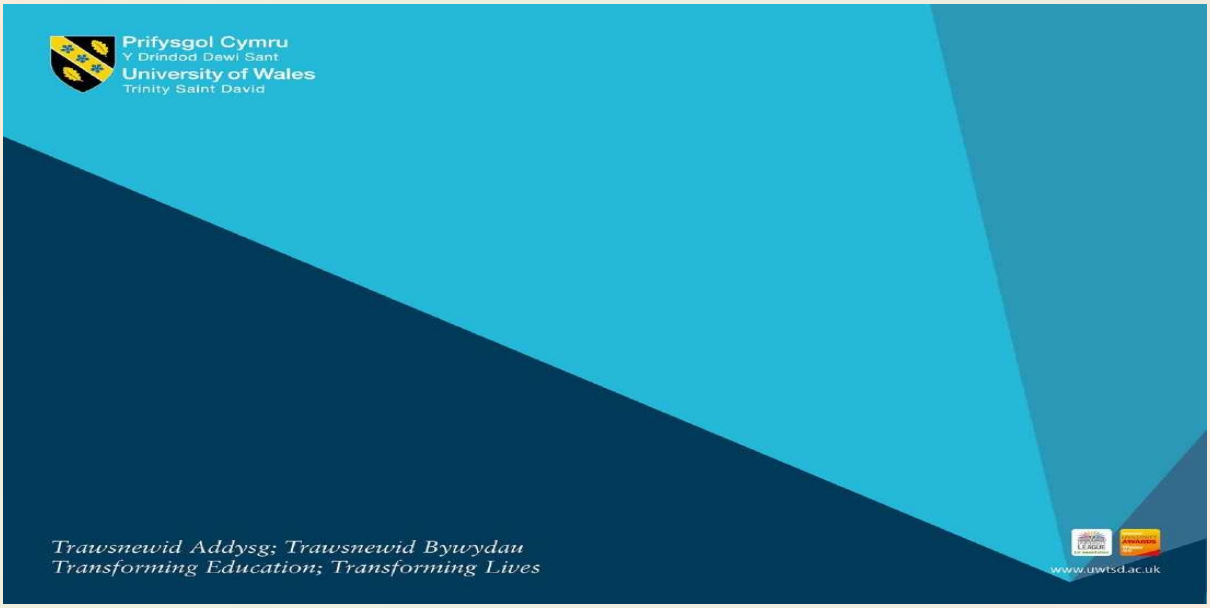
Academic Code of Ethics & Misconduct



What is Academic Misconduct?

Academic misconduct is more than just plagiarism

- Self plagiarism
- Collusion
- Presenting false data, faking experiments
- Buying work and presenting it as their own
- Selling work to other students to use as their own
- Impersonating a student in an exam
- Presenting false evidence for mitigating circumstances claims (also might be Non-Academic Misconduct)
- Breaches of ethics policies

Intentional Plagiarism

This occurs if you simply **copy** chunks out of a textbook or from a website and pass them off **as your own** composition. There is **nothing** to be gained from this; it will always, if detected, count against you.

Inadvertent Plagiarism

- This may occur if, in the course of note-taking, you copy substantial passages from a book or article into your own notes. After a lapse of some days, **you may have forgotten** that the notes were taken *verbatim* from another writer, and may use them in the composition of an essay. From the point of view of the tutor reading the essay, **this is still plagiarism**, even if unintentional.

Self-Plagiarism

Besides ensuring that all essays you submit are your own work, you must also avoid self-plagiarism. This means that you must not submit **the same piece, or part of a piece**, of work (with or without merely stylistic variation) in order to gain credit more than once. The same criteria apply to self-plagiarism as to other forms of plagiarism, and it is liable to incur the same penalty.

Buying an Essay/Third Party Help

What can proofreaders do?

- Identify punctuation, spelling and typographical errors
- Identify grammatical and syntactical errors and anomalies
- Identify formatting and layout errors and inconsistencies (e.g. page numbers, font size, line spacing, headers and footers)
- Identify errors in labelling of diagrams, charts or figures
- Highlight overly-long or complex sentences or paragraphs, especially where meaning is ambiguous
- Draw attention to repeated phrases or omitted words
- Draw attention to inaccurate or inconsistent referencing

What can't proofreaders do?

Add content in any way

Rewrite passages of text to clarify the meaning

Rearrange or re-order paragraphs to enhance structure or argument

Change any words or figures, except to correct spelling

Check or correct facts, data, calculations, formulae, equations or computer code

Implement or alter the referencing system

Re-label diagrams, charts or figures

Reduce content so as to comply with a specified word limit

Make grammatical, syntactical or stylistic corrections

Translate any part of the work into English

Recognising Academic Misconduct

- Use academic judgement appropriately, and that where academic judgement is made it must be evidence-based
- Ensure that everything goes through Turnitin. This includes reference lists, PowerPoint slides, and presentation notes.
  - Recognise that the % similarity score is not an absolute identifier of academic misconduct.

Poor Practice vs Misconduct

- Use professional judgement in determining the difference between poor referencing and academic misconduct.
- Use the 'Three Point Rule' If 3 of the following 4 have been used when another's work is included, the work is poorly referenced not plagiarised:
  - quotation marks;
  - surname;
  - year;
  - page number.

Research and publishing ethics

Public Administration and Policy Journal

Publishers:

Hong Kong Public Administration Association

Hong Kong Polytechnic University, SPEED

Emerald Publishing Ltd. UK

Author's guidelines for submitting papers to PAP Journal

Source: PAP Journal

Research and publishing ethics

Research and publishing ethics

Author responsibilities

- Our goal is to provide a professional and courteous experience at each stage of the review and publication process.
- There are some responsibilities with the author.
- Our expectation is that you will:
  1. Respond swiftly to any queries during the publication process.
  2. Be accountable for all aspects of your work. This includes investigating and resolving any questions about accuracy or research integrity.
  3. Treat communications between you and the journal editor as confidential until an editorial decision has been made.
  4. Read about our research ethics for authorship.
  5. These state that you must:

  - Include anyone who has made a substantial and meaningful contribution to the submission (anyone else involved in the paper should be listed in the acknowledgements).
  - Exclude anyone who hasn't contributed to the paper, or who has chosen not to be associated with the research.

Research and publishing ethics

- Journal editors ensure the content published to be ethically sound.
- The advice laid out in the guidelines and flowcharts on the COPE (Committee on Publication Ethics) website.
- The publisher has developed the research and publishing ethics guidelines.
- They will help author avoid the most common publishing ethics issues.

Research and publishing ethics

Paper submission requirements

- Any manuscript submitted to this journal should be original.
- It should not have been published before in its current, or similar, form. Exceptions to this rule are outlined in our pre-print and conference paper policies.
- If any substantial element of your paper has been previously published, you need to declare this to the journal editor upon submission.
- The journal editor may use Crossref Similarity Check to check on the originality of submissions received.
- This service compares submissions against a database of 50 million works from 800 scholarly publishers.
- Your work should not have been submitted elsewhere and should not be under consideration by any other publication.
- If you have a conflict of interest, you must declare it upon submission;
- This allows the editor to decide how they would like to proceed.
- Read about conflict of interest in our research and publishing ethics guidelines.
- By submitting your work to Emerald, you are guaranteeing that the work is not in infringement of any existing copyright.

Research and publishing ethics

Third party copyright permissions

- You need to ensure you've applied for, and received, written permission to use any material in your manuscript that has been created by a third party.
- We are unable to publish any article that still has permissions pending.
- The rights we require are:
  1. Non-exclusive rights to reproduce the material in the article or book chapter.
  2. Print and electronic rights.
  3. Worldwide English-language rights.
- To use the material for the life of the work. That means there should be no time restrictions on its re-use e.g. a one-year licence.
- We are a member of the International Association of Scientific, Technical, and Medical Publishers (STM) and participate in the STM permissions guidelines, a reciprocal free exchange of material with other STM publishers. In some cases, this may mean that you don't need permission to re-use content. If so, please highlight this at the submission stage.
- Read our guide to publishing permissions to ensure you have met all the
- requirements, so that we can process your submission without delay.

Research and publishing ethics

Open access information

- This is a sponsored open access journal, also referred to as platinum open access.
- Because it is published in partnership with an organisation, your article will be published open access.
- You will not need to pay an APC (article processing charge) - publication is free.
- Your article will be published with a Creative Commons CC BY 4.0 user licence, which outlines how readers can reuse your work.

Research and publishing ethics

Transparency and Openness Promotion (TOP) Guidelines

We are a signatory of the Transparency and Openness Promotion (TOP) Guidelines, a framework that supports the reproducibility of research through the adoption of transparent research practices.

That means we encourage you to:

- Cite and fully reference all data, program code, and other methods in your article.
- Include persistent identifiers, such as a Digital Object Identifier (DOI), in references for datasets and program codes. Persistent identifiers ensure future access to unique published digital objects, such as a piece of text or datasets. Persistent identifiers are assigned to datasets by digital archives, such as institutional repositories and partners in the Data Preservation Alliance for the Social Sciences (Data-PASS).
- Follow appropriate international and national procedures with respect to data protection, rights to privacy and other ethical considerations, whenever you cite data.
- For further guidance please refer to our research and publishing ethics guidelines. For an example on how to cite datasets, please refer to the references section below.