

## **PLAGIARISM**

### **Student information and consent form for the use of Turnitin UK text-matching software in the Faculty of History** (revised September 2011)

#### **1. Plagiarism and good academic practice: your responsibilities**

You should ensure that you are familiar with both the discipline-specific guidance about referencing conventions and good academic practice which is issued by the Faculty of History, and the University's policy on plagiarism. Both are appended to this document. If, after reading the guidance, you have any outstanding queries you should seek clarification at the earliest opportunity from your Director of Studies or supervisor. Plagiarism is taken very seriously within the university and any breach of university policy could jeopardise your degree.

The Faculty includes training in the meaning and avoidance of plagiarism in the Study Skills sessions which are mandatory for first-year students. Plagiarism is also discussed in the session on 'How to do a dissertation' for third-year students and is discussed by Themes and Sources and Special Subject teachers in preparing students to write the respective Long Essays.

The University's plagiarism website [www.cam.ac.uk/plagiarism](http://www.cam.ac.uk/plagiarism) features links to useful resources and guidance. The Faculty's guidance is available online at: <https://www.hist.cam.ac.uk/undergraduate/plagiarism>

#### **2. Turnitin**

The University subscribes to Turnitin UK software which is widely used in UK universities and matches text in work submitted to the software to that in a large database of online sources. This document explains how Turnitin UK will be used by the Faculty of History and explains the implications of submitting your work to the software.

You are asked to read the information thoroughly and then sign the attached declaration to show that you are aware of the University policy on plagiarism and consent to your work being submitted to Turnitin UK as described in this document. You are reminded that Turnitin is only one method of checking the originality of your work. Examiners may initiate the standard investigative procedures if they have unresolved queries about the originality of your work, regardless of whether Turnitin has been used or whether it has substantiated any concerns.

The University Advocate may decide to prosecute a student suspected of plagiarism even where that student has not consented to the use of Turnitin. In such circumstances the student may be specifically asked by the Advocate to consent to submission to Turnitin and a failure to consent will be proved as part of the evidence against him or her.

#### **3. About Turnitin UK text-matching software**

##### **a. Who controls the service?**

Turnitin UK is part of the JISC Plagiarism Advisory Service (JISCPAS). This University is the recognised Data Controller for the data held and processed by, or on behalf of, the service. An American company, iParadigms, is the Data Processor.

##### **b. How does Turnitin UK work?**

Turnitin UK may detect direct plagiarism, paraphrasing and collusion as submitted work is compared with a vast database of online material and with a 'private' database of previous submissions. Therefore, submitting work to the database helps to protect it from future attempts to plagiarise it, and helps to maintain the integrity of the University's qualifications.

The software makes no judgement about whether a student has plagiarised, it simply shows the percentage of the submission that matches other sources and produces an originality report which highlights the text matches and, where possible, displays the matching text and its immediate context.

In many cases the software highlights correctly cited references or 'innocent' matches. Therefore, Examiners will carefully review all originality reports to determine whether the work does contain plagiarism.

#### **4. How will Turnitin UK be used in the Faculty of History?**

Work submitted for assessment in the Faculty of History will be subjected to random screening using Turnitin UK, and will also be subjected to screening if the Examiners judge that there is reason for investigation of a specific piece of work. Students will be required to submit each piece of assessed work electronically. The Faculty will select a sample from each submission by use of random number generation for Turnitin screening. A report on this process will be submitted to each Exam Board, but the resulting originality reports will only be referred to the Examiners responsible for the academic assessment of the work if there is prima facie evidence of plagiarism or poor academic practice.

#### **5. What will happen if matches are identified between my work and another source?**

If Turnitin UK detects matches between your work and another source, the Examiners will review the resulting originality report to judge whether the matches are innocent, or whether you have appropriately referenced these matches (if not, this may constitute plagiarism), and/or whether you have made excessive use of material from other sources (which may be poor academic practice).

The Examiners will mark your work purely on the basis of its academic merit. However, depending on the extent and context of the matches, your work may be referred to the Proctors for further investigation. In such cases the Turnitin UK originality report may be used as evidence. **If you are found to have plagiarised the penalty may be severe and your degree may be withheld.**

#### **6. Will Turnitin UK affect my intellectual property rights or copyright?**

The copyright and intellectual property rights of the submitted material remain wholly with the original owner (normally the student, with the exception of some collaborative or sponsored research projects). However, you are asked to permit Turnitin UK to:

- reproduce your work to assess it for originality;
- retain a copy of your work for comparison at a later date with future submissions.

#### **7. Will my personal data be retained by Turnitin UK?**

Material submitted to Turnitin UK will be identified by your examination number, course details and institution: personal data will not be used.

#### **8. What will happen if text submitted by another student matches that in my work?**

##### **a. Matches to text submitted from other HE institutions**

If a report generated by another institution identifies a match to your work the report will only show the extent of the match and the contact details of the University's Turnitin UK Administrator. If approached, the Turnitin UK Administrator will attempt to contact you about the matter. The contents of your work will not be revealed to a third party outside Cambridge without your permission.

##### **b. Matches to text submitted from within the University**

If a match is found to material submitted from within the University, the Examiners can obtain the full text without approaching you.

#### **9. How do I apply for my work to be removed from Turnitin UK?**

Work submitted to Turnitin UK will be stored indefinitely on the Turnitin UK database unless you specifically request that it be removed. To maximise the effectiveness of the software it is hoped that such requests will be kept to a minimum. However, once examinations have been concluded, you may at any time contact the Faculty's Academic Secretary to request that your work be removed.

## 10. Sources of further information and support

The University's plagiarism website: [www.cam.ac.uk/plagiarism](http://www.cam.ac.uk/plagiarism)

Turnitin UK's website: [www.submit.ac.uk](http://www.submit.ac.uk)

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### Faculty of History Guidance on Plagiarism<sup>1</sup>

Plagiarism is the unacknowledged use of the work of others as if it were original work. In the context of an examination, this will mean passing off the work of others as a candidate's own to gain unfair advantage. This will not be tolerated by the Faculty of History and, when detected, will lead to serious penalties, which may extend to a failure to obtain a degree. To avoid such penalties, candidates must leave examiners in no doubt as to which parts of any submission are original, which derivative.

Plagiarism can utilise many sources and media (books, journals, newspapers, websites, unpublished material, illustrations, data, and the work of other students). It can be distinguished in the following ways:

- quoting directly another person's language, data or illustrations and suggesting, directly or indirectly, that it is original work by the author
- paraphrasing sentences, paragraphs or complete arguments of others and presenting it as original work
- using ideas taken from someone else without attribution
- cutting and pasting from the Internet to make a collage
- obtaining concealed, systematic and substantial support from another, including another candidate (other than as might be permitted for joint project work)

Self-evidently, historical research and writing are, in varying ways, collaborative. All historians use original sources, habitually refer to the work of other historians, converse and debate, and hence, in order to demarcate what is original from what is derivative, conventions have developed. These include:

- citing sources, whether original or secondary, so that a reader can verify any such sources – for published works, this means giving an author's name, the title of the work, the place and date of publication, and the page reference – for unpublished sources, it means citing the original document, its date (if known) and its present location (in an archive or elsewhere, including the writer's personal possession)
- placing words in inverted commas and providing a citation, if a text is quoted verbatim
- giving a source, if an illustration or statistical data in a graphic form is used, and acknowledging any help from a collaborator or advisor
- providing URLs for any material obtained from the internet and citing sources for other forms of electronic media (CD-Roms etc)
- making clear when you are paraphrasing someone else's argument, ensuring that this person is identified and that a reader knows where the source ends and you as the author resumes

The Faculty website provides a style guide which explains how to do footnotes and bibliographies: it can be found at <http://www.hist.cam.ac.uk/undergraduate/style-guide>

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<sup>1</sup> This document draws upon the [statement on plagiarism](#) to be found on the website of the University of Cambridge, which is reproduced below, and Dr Rosemary Horrox's handout, given to first-year undergraduates in a Study Skills session, provided by the Faculty of History.

These necessities should be viewed with common sense. It is unnecessary, for example, formally to annotate familiar facts – that the battle of Waterloo happened in 1815, for example. Rather these conventions serve to distinguish **what is original in your own work from what is derived from the originality of others.**

Plagiarism frequently arises from inadvertence. In the course of your undergraduate career, you will make many notes on lectures, on various printed texts, even on conversations in supervisions and classes. In such notes, it is important to distinguish between the ideas and language of others, and your own thoughts and language, or else it can be easy – after the lapse of months or even years – to forget who said what, and to imagine that what is borrowed from others is your own.

Traditionally, supervision essays were unannotated, as, by necessity, are all scripts in three-hour unseen examinations, but word-processing makes it easier for you to acquire the scholarly habits of furnishing footnotes and bibliographies in weekly essays. In all circumstances it is imperative to place inverted commas around quotations and to attribute ideas to their original authors in your written text.

The following examples, drawn from Dr. Horrox's handout, will help to show how these conventions work in practice.

A passage in Rosemary Horrox, "Service", in Horrox, ed., *Fifteenth-Century Attitudes* (Cambridge: Cambridge University Press, 1994), 61, reads:

Service has some claim to be considered the dominant ethic of the middle ages. This essay is mainly concerned with the social and political manifestations of service, but it is important to recognize that these rested upon attitudes which were very deeply rooted in medieval society. That society, to a degree which modern readers sometimes find disconcerting, was based on hierarchy. Human society, mirroring the whole created universe, was arranged in order of importance. There is no doubt that this orderliness was found satisfying in itself. Medieval writing bears witness to a passion for arranging things in order and for resolving all the possible ambiguities and contradictions which might arise. The minutely detailed lists of precedence to be found in late medieval courtesy books reflect not only a sense that it was socially important to seat people in the right order at the dinner table, but a sheer pleasure in working out the minutiae of relative status

If, in the following manner, you used this passage without attribution and quotation marks, even if the wording is slightly varied, you would be a plagiarist:

Service has some claim to be considered the dominant ethic of the middle ages. It rested upon attitudes which were very deeply rooted in medieval society. Society was based on hierarchy and arranged in order of importance. The lists of precedence to be found in late medieval courtesy books reflect not only a sense that it was socially important to seat people in the right order at the dinner table, but pleasure in working out relative status.

Acknowledging the source in the narrative, but implying that your narrative is independent of the source and, by omitting annotation, making it difficult for your larceny to be detected, is no less plagiarism. So, you ought not to write:

Horrox has made the point that service has some claim to be considered the dominant ethic of the middle ages. We can see that it rested upon attitudes which were very deeply rooted in medieval society. Society was based on hierarchy and arranged in order of importance. The lists of precedence to be found in late medieval courtesy books reflect not only a sense that it was socially important to seat people in the right order at the dinner table, but pleasure in working out relative status.

The following avoids plagiarism, since it quotes Horrox directly and provides annotation, but is clumsy and tends to imply a selectivity which is, in fact, absent.

As Horrox has said, "Service has some claim to be considered the dominant ethic of the middle ages." This is because "society, to a degree which modern readers

sometimes find disconcerting, was based on hierarchy. Human society, mirroring the whole created universe, was arranged in order of importance". She further suggests that "this orderliness was found satisfying in itself" and uses the example of late medieval courtesy books to demonstrate this "sheer pleasure in working out the minutiae of relative status".<sup>2</sup>

It would better, because more succinct and considered, to write:

Horrox has argued that "service has some claim to be considered the dominant ethic of the middle ages". She links this to the contemporary emphasis on hierarchy, as reflected in the courtesy books.<sup>3</sup>

Still better, because it both understands the source and takes a critical position, would be:

Horrox has argued that "service has some claim to be considered the dominant ethic of the middle ages", but the discussion which follows is concerned only with male manifestations of service.<sup>4</sup> If we consider the role of women . . .

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### University of Cambridge

#### Statement on plagiarism

The General Board, with the agreement of the Board of Examinations and the Board of Graduate Studies, has issued this guidance for the information of candidates, Examiners and Supervisors. It may be supplemented by course-specific guidance from Faculties and Departments.

Plagiarism is defined as submitting as one's own work, irrespective of intent to deceive, that which derives in part or in its entirety from the work of others without due acknowledgement. It is both poor scholarship and a breach of academic integrity.

Examples of plagiarism include **copying** (using another person's language and/or ideas as if they are a candidate's own), by:

- **quoting verbatim** another person's work without due acknowledgement of the source;
- **paraphrasing** another person's work by changing some of the words, or the order of the words, without due acknowledgement of the source;
- **using ideas** taken from someone else without reference to the originator;
- **cutting and pasting** from the Internet to make a pastiche of online sources;
- **submitting someone else's work** as part of a candidate's own without identifying clearly who did the work. For example, buying or commissioning work via professional agencies such as 'essay banks' or 'paper mills', or not attributing research contributed by others to a joint project.

Plagiarism might also arise from **colluding** with another person, including another candidate, other than as permitted for joint project work (i.e. where collaboration is concealed or has been forbidden). A candidate should include a general acknowledgement where he or she has received substantial help, for example with the language and style of a piece of written work.

Plagiarism can occur in respect to all types of sources and media:

- text, illustrations, musical quotations, mathematical derivations, computer code, etc;
- material downloaded from websites or drawn from manuscripts or other media;

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<sup>2</sup> Rosemary Horrox, "Service", in Horrox, ed., *Fifteenth-Century Attitudes* (Cambridge: Cambridge University Press, 1994), 61.

<sup>3</sup> Ibid.

<sup>4</sup> Ibid.

- published and unpublished material, including lecture handouts and other students' work.

Acceptable means of acknowledging the work of others (by referencing, in footnotes, or otherwise) vary according to the subject matter and mode of assessment. Faculties or Departments should issue written guidance on the relevant scholarly conventions for submitted work, and also make it clear to candidates what level of acknowledgement might be expected in written examinations. Candidates are required to familiarize themselves with this guidance, to follow it in all work submitted for assessment, and may be required to sign a declaration to that effect. If a candidate has any outstanding queries, clarification should be sought from her or his Director of Studies, Course Director or Supervisor as appropriate.

Failure to conform to the expected standards of scholarship (e.g. by not referencing sources) in examinations may affect the mark given to the candidate's work. In addition, suspected cases of the use of unfair means (of which plagiarism is one form) will be investigated and may be brought to one of the University's Courts. The Courts have wide powers to discipline those found guilty of using unfair means in an examination, including depriving such persons of membership of the University, and deprivation of a degree.

The University's plagiarism and good academic practice website (<http://www.admin.cam.ac.uk/univ/plagiarism/>) provides more information and guidance.

### **Discipline Regulation 6**

No candidate shall make use of unfair means in any University examination. Unfair means shall include plagiarism\* and, unless such possession is specifically authorized, the possession of any book, paper or other material relevant to the examination. No member of the University shall assist a candidate to make use of such unfair means.

\* Plagiarism is defined as submitting as one's own work that which derives in part or in its entirety from the work of others without due acknowledgement.

**Consent form for the use of Turnitin UK text-matching software on assessed work in the Faculty of History**

General confirmation

*Please read the statements and check the boxes to indicate your agreement.*

- I confirm that I have read and understood the information and guidance contained in this document and the statement on plagiarism of the University of Cambridge.
- I undertake not to commit plagiarism in any work submitted for assessment at the University and understand that the penalties may be severe if I am found to have done so.
- I confirm that I understand that, if I am required to submit electronic **and** hard copies of a piece of work for assessment, both copies must be identical in content and that any differences will be treated as an attempt to defraud the examination.
- I confirm that I understand that, if I am required to submit work only in electronic format, I must keep an electronic copy of the work until the examination results are published.

Use of Turnitin UK

*Please read the statement and check the box to indicate your agreement.*

- I **agree** that any piece of assessed work which I submit electronically may be screened with Turnitin UK, as described in the accompanying information, and added to the Turnitin UK database.<sup>5</sup>

Personal details

Name (please print): .....

College: .....

Yr: Prelim to Part I    Part I    Prelim to Part II    Part II    (please circle as appropriate)

Signature: .....

Date: .....

**Please complete this form and return it to your Director of Studies by 15 October: you may wish to make a copy for your records.**

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<sup>5</sup> I understand that I may apply for my work to be removed from the database once the examinations have been concluded, but that this will mean that it is no longer protected against future attempts to plagiarise it.