Research Integrity

STUDENT GUIDE
GRADUATE AND POSTDOCTORAL STUDIES DEPARTEMENT
2016 edition
INTRODUCTION TO THE GUIDE

The INRS Graduate and Postdoctoral Studies Department offers this guide to assist you with your academic career. The guide explains what intellectual integrity, research integrity, copyright, and intellectual property are. It invites you to think about the consequences of fraud, plagiarism, and cheating for you and others. INRS wishes to promote an environment free of such undesirable behaviour, which undermines honest acquisition of knowledge and damages the institution's reputation. A university is a world where everyone should be allowed to develop freely in an environment of integrity and intellectual honesty. Intellectual integrity means, among other things, respecting others and their ideas without altering the content of such ideas and, most importantly, acknowledging their contributions, whether such individuals are authors, professors, or fellow students.

This guide does not replace existing guides on presenting work (Guide de présentation, essai, rapport de stage, mémoire et thèse and Guide de présentation des mémoires et des thèses de l’INRS en sciences et technologies), which explain how to quote bibliographic sources—the very basis of intellectual integrity.

— Graduate and Postdoctoral Studies Department

The wording of this guide is loosely based on the document L’intégrité intellectuelle. Guide de l’étudiant, Dean of Studies, Université du Québec en Outaouais, September 5, 2014. INRS would like to thank Université du Québec en Outaouais.
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INTELLECTUAL INTEGRITY, RESEARCH INTEGRITY, COPYRIGHT, AND INTELLECTUAL PROPERTY
SOME DEFINITIONS...

**Intellectual integrity:**
The attitude you adopt and develop are an important life and technical skill you need to cultivate in academic studies and research. It means respecting the ideas and creations of others without altering their content and acknowledging the contributions of others by quoting your sources.

**Research integrity:**
Values affect the way we act and see the world. The moral values of honesty and absolute probity are the foundation of integrity in research and creation.
Respect for these values requires you to do the right thing and act with intellectual rigour in a fair and responsible manner toward others, in accordance with laws, regulations, standards, and policies applicable to carrying out a research and creation project.
Integrity in research and creation also involves careful management of collected data and allocated funds.

Université Laval. Politique sur l’intégrité en recherche et création et sur les conflits d’intérêts, Vice Rector of Research and Innovation, May 20, 2009, p. 3
Copyright:
In its simplest form, copyright means the right to reproduce. As a general rule, only the copyright owner (usually the creator) is entitled to produce or reproduce a work or allow someone else to do so.

Intellectual property:
According to the World Intellectual Property Organization, intellectual property (IP) includes inventions, literary and artistic works, designs and symbols, as well as names and images used in business.
What are your responsibilities with regard to research integrity?¹

- Applying **best research practices** honestly, responsibly, openly, and fairly when you search for and disseminate knowledge
- Complying with the **requirements of standards documents** and applicable **professional** or **disciplinary standards**
- Complying with **laws** and **regulations** in effect

As a student, your primary responsibility with regard to research integrity is to:

"be scrupulous when you propose and carry out research, record, analyze, and interpret data, and report and publish data and results."²

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1. INRS. *INRS Policy on Integrity in Research*, September 16, 2015, p. 3–4
2. INRS. *INRS Policy on Integrity in Research*, September 16, 2015, p. 3–4
WHAT ARE FRAUD, PLAGIARISM, SELF-PLAGIARISM, AND CYBERPLAGIARISM?
INTEGRITY ALSO MEANS AVOIDING undesirable behaviour such as FRAUD, PLAGIARISM, AND CHEATING

- **Fraud** is a dishonest act whose goal is to deceive or to violate a rule.
- **Plagiarism** is the practice of reproducing words, ideas, or data without naming the source; unduly taking credit for someone else’s creation.
- **Self-plagiarism** is the practice of submitting your own work, presented and evaluated in a previous course, for evaluation in a subsequent course without the instructor’s permission.
- **Cyberplagiarism** or **electronic plagiarism** consists of:
  - Copying or paraphrasing electronic content without quoting the source, regardless of the medium (Internet, email, video, etc.)
  - Inserting images, graphs, or data (e.g., PowerPoint or Excel file, online statistics and data) without indicating the source.

Adapted from the Information Literacy Development Program (PDCI), Université du Québec, 2014
According to the INRS Graduate Studies Regulation, fraud and plagiarism can take the following forms:\(^3\):

**In studies:**

- **Falsification** of academic documents (academic records, registration forms, grade transmission confirmations, etc.)
- **Use** of another student’s exam paper during an exam
- **Substitution** of a student during an exam or work subject to evaluation

**Example:**

- Submitting a work that has already been submitted for evaluation at INRS or another educational institution, for evaluation without the prior consent of the instructor

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3. INRS. *INRS Graduate Studies Regulation*, (Regulation 2), April 19, 2016, p. 56–58.
The examples are taken from the *UQO Regulation on Plagiarism and Fraud* (2007): uqo.ca/sites/default/files/fichiers-uqo/plagiat.pdf
In studies:

- Acquisition, by means of **theft, manipulation, or corruption**, of exam questions or answers or any other unauthorized document or material, or of an undeserved evaluation

Examples:
- Buying or reselling works
- Paying someone to produce a work
- Possessing or using any unauthorized document or material before or during an exam
- Obtaining any **unauthorized assistance**, whether collective or individual
In research:

- **Total** or **partial reproduction** of other people’s work that is passed off as one’s own or not referenced

  Examples:
  - Translating other people’s work, in whole or in part, into another language and passing it off as one’s own or not referencing it
  - Modifying an author’s work by replacing certain words with synonyms and not quoting the source
  - Using an author’s original idea and expressing it in one’s own words (reformulation) without mentioning the source
  - Not putting words, sentences, or passages from another source in quotation marks or not indicating them clearly and precisely
  - Copying information from the computer or email of another student or third party without quoting the source

- **Falsifying** a document or research data (report, essay, thesis, dissertation, lab notebook, publication, paper, etc.)

- **Invention** of data
In all the previously mentioned cases, it’s important to know that you are also committing fraud if you:

- Commit or attempt to commit any act that violates research integrity
- Commit or attempt to commit any act that may expose the university to liability
- Collude with someone who commits any of the abovementioned acts
WAYS TO AVOID FRAUD AND PLAGIARISM
To avoid fraud and plagiarism, it essential that you⁴:

- “Provide references and, if applicable, obtain the prior permission required when using published and unpublished works, particularly data, original documents, methods, results, graphs, and images”
- Keep complete and accurate records of data, methods, and results, including graphs and images, so that work can be checked or reproduced
- Present as authors, with their permission, those who contribute either concretely or conceptually to the content of publications or documents and share responsibility based on their respective contributions and the authorship policies that apply to the publications referred to
- Mention, in addition to authors, anyone who contributes to the research, particularly editors, donors, and sponsors

⁴. INRS. INRS Policy on Integrity in Research, September 16, 2015, p. 3
Saying no to fraud means:

- Stimulating your curiosity for the joy of learning and the pride of producing original, meaningful work under the rules in effect
- Cultivating a taste for authenticity and putting it into practice while respecting the work of your peers
- Developing a critical mind and a spirit of reflection; taking a step back
- Learning how to search for and use information
- Learning how to quote your sources properly


SPECIFIC RULES FOR SCHOLARSHIP APPLICANTS OR HOLDERS:

- Provide truthful, complete, and accurate information and present yourself and your work/achievements in accordance with the relevant standards of your field on both your scholarship application and related documents.
- Certify that you have not been declared ineligible to apply for or hold funds from any research organization or funding agency at home or abroad due to breaches or violations of responsible conduct of research policies, particularly policies on ethics, integrity, and financial management.
- Check whether the other people mentioned in the application have provided their certification in this respect.
- Use scholarships in accordance with the policies of the organizations concerned.
- Provide truthful, complete, and accurate information regarding documentation related to expenses charged to your scholarship’s operating budget.
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DOCUMENTING YOUR SOURCES
Why is quoting your sources so important?
- Quoting your sources is mandatory for all academic writing.
- It complies with copyright law and respects intellectual property.
- It strengthens your own reasoning.
- It substantiates your claims/theories.
- It gives readers the opportunity to track down the sources used.

What is a quote?
A quote consists of borrowing a text, image, graph, sound, or concept (idea). *

* In the case of images, photos, and sound recordings, you must mention the source and have the permission of the author(s) under the Copyright Act. Photos with people in them also require the permission of the people in the photos (otherwise their faces must be concealed) in cases where they are not crowd scenes.
• All documentary sources quoted in a work must be referenced in the text (quotation references) and compiled at the end (bibliography\textsuperscript{6}).
• It is important to quote information that is:
  - Relevant (directly related to the subject at hand)
  - Scientific (peer-reviewed) and up-to-date (choose the most recent issues or editions)
• It is important to summarize borrowed ideas as much as possible.

\textbf{Above all:} Avoid turning your work into a collection of quotes. Showcase your own ideas and analysis instead.

\textbf{When should you quote?}
• When you report \textit{word for word} what someone else said or wrote
• When you \textit{paraphrase}, i.e., when you reformulate into your own words something that someone else said or wrote
• When you include photos, images, statistics, graphs, sound clips, etc. in a work

...In short, when you borrow textual, graphic, or sound content, regardless of whether the source used is published or unpublished, protected by copyright, or in the public domain

\textsuperscript{6} According to Provost, Alain, Leroux and Lussier (2010), “all research works include a list of references and not a bibliography.” (p. 69). A bibliography is a compilation of works on a particular subject, while a list of references contains only works consulted for the work.
PLAGIARISM DETECTION TOOL
Compilatio plagiarism detection software

Compilatio plagiarism detection software is used at INRS. It enables you to submit scientific papers, research notes, and your essay, thesis, or dissertation to have the originality of your work checked, estimate the percentage of similarities, and check that the sources you have borrowed are quoted properly. It also helps you produce a bibliography correctly. This easy-to-use software is designed to detect plagiarism. Professors can also use it to check their students’ work.

https://www.compilatio.net/en/
PROCEDURES IN THE EVENT OF FRAUD OR PLAGIARISM

7. INRS. INRS Graduate Studies Regulation, (Regulation 2), April 15, 2015, p. 55
Plagiarism and fraud, ARE COSTLY!

Under the INRS Graduate Studies Regulation, anyone who has reason to believe that an act of or attempt at plagiarism or fraud has been committed must send a written report of the incident, along with supporting documents (if any), to the Director of Graduate and Postdoctoral Studies no later than 20 business days after the offence is observed. The report will be considered confidential. The Director of Graduate and Postdoctoral Studies then has a reasonable period of time to indicate whether he/she will pursue the matter. The Director of Graduate and Postdoctoral Studies is not required to act on the basis of anonymous information.
If he/she intends to pursue the matter:

<table>
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<tr>
<th><strong>THE DIRECTOR OF GRADUATE AND POSTDOCTORAL STUDIES WILL INFORM THE STUDENT IN WRITING AND ARRANGE A MEETING</strong></th>
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<tr>
<td>The Director of Graduate and Postdoctoral Studies and the Vice Rector of Research and Academic Affairs agree upon a statement, with the student in question, explaining the reason for imposing a penalty and agree upon an appropriate penalty.</td>
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<th><strong>An agreement is reached between the student and the Director of Graduate and Postdoctoral Studies.</strong></th>
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<tr>
<td><strong>A disciplinary committee is formed to examine the matter and determine whether a penalty should be imposed.</strong></td>
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<td><strong>The disciplinary committee deliberates in camera after hearing the individuals it deems useful. The student involved has the right to be heard.</strong></td>
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<th><strong>In the event that a penalty is imposed, the disciplinary committee’s minutes are submitted to the members of the Academic and Research Committee and entered on the student’s record.</strong></th>
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<tr>
<td><strong>A student who is dissatisfied with the decision of the disciplinary committee may appeal the decision to the scientific director, who may uphold the decision handed down and make it irrevocable. He/she may also invite the Academic and Research Committee to review the file and render a decision that is final and binding.</strong></td>
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<tr>
<td><strong>The Director of Graduate and Postdoctoral Studies must ensure that the penalty is enforced unless it consists of expulsion, which must be decreed by the Academic Council.</strong></td>
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PENALTIES UNDER THE INRS GRADUATE STUDIES REGULATION8

8. INRS. INRS Graduate Studies Regulation, (Regulation 2), April 15, 2015, p. 55–56
If you are found guilty of an act of fraud or plagiarism (including attempted fraud or plagiarism or participation in either), you are subject to the following penalties, depending on the severity of the offence:

- A reprimand or warning entered on your record
- Cancellation of the exam or work
- A failing grade in the activity
- Suspension for one or more terms
- Expulsion from your program and INRS
- Revocation of your degree
Sources used to produce this guide (INRS):

- INRS. *INRS Policy on Integrity in Research*, September 16, 2015
- INRS. *INRS Graduate Studies Regulation (Regulation 2)*, April 15, 2015

Sources used to produce the UQO guide:

- UQAM. Library Services, InfoSphère : *Citer ses sources* [updated April 2014]. Consulted on June 20, 2014
- Information Literacy Development Program [PDCI].

Other useful sources:

- Educause. 7 Things You Should Know About the Modern Learning Commons, 2011. Consulted on June 4, 2014
- INRS, *Guide de présentation : essai, rapport de stage, mémoire et thèse*, Centre Urbanisation Culture Société, August 2015

*Gestion efficace de l’information : Références bibliographiques*. Consulted on June 4, 2014

- Université de Montréal, Library Services. *Droit d’auteur* [guide]. Consulted on June 4, 2014
HAVE QUESTIONS?

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