

Programa de Doutoramento em Engenharia Industrial

Information Ethics

When preparing a research project, you need to:



- Know how to search

- Choose the most suitable sources

- Know how to summarize the author's ideas

- Know how to cite sources and make references

- Know how to structure an argumentative text

Information ethics

The last three skills allow you to guarantee and maintain an ethical use of information

- ▶ Remember our goals:
 - ▶ to have a balance between the bibliographic sources and your own ideas
 - ▶ To make a critical analysis well grounded in the literature
 - ▶ To build a text where the ideas are organized in a clear, logic and coherent way

On the Library page, you will find help on how to make 1 summary effectively

More information:

<https://www.biblioteca.fct.unl.pt/sites/www.biblioteca.fct.unl.pt/files/documents/pdf/Guias/resumo.pdf>

Information Ethics

Often, what happens is that people don't know when and how to quote and end up copying / pasting directly from the sources to their research project.

If you do this, you will be committing plagiarism, without assessing the consequences that may result from it

This video summarizes the issues surrounding plagiarism

<https://www.youtube.com/watch?v=SyEr04c5nuM>

What is plagiarism?

- ▶ Using someone else's words or ideas without making reference to the source from which that information was retrieved (text, photo, graphic, image, audiovisual work, etc.)
- ▶ Not referring to a source is the equivalent of "stealing" someone else's work, whether it is a published author or not, another student or a website whose authorship is not clearly identified, or anyone else.
- ▶ It is considered unacceptable in all academic situations, whether committed intentionally or unintentionally

It's academic dishonesty

What is plagiarism?

It's the infringement of copyright/authors rights:

Moral rights– the right of being recognized as the author

Property rights– the right to produce, publish and sell the work



**Creative
commons**

More information “Código do direito de autor e dos direitos conexos”
https://ciist.ist.utl.pt/docs_da/codigo_direito_autor_republicado.pdf

Within the right to publish your work ...

- ▶ The author can allow the reuse of his work through the use of a creative commons license that clearly specifies what permissions he is giving and what is possible to do with his work, thus maintaining the ethics of information and always giving credit to the original author.
- ▶ Some examples:
 - ▶ Institutional repositories; some databases like PLOS, Nature, BioMed Central, etc.)

More information <https://creativecommons.org/>



**Atribuição-NãoComercial 2.5 Portugal
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This is the creative commons license used by RUN (NOVA Repository). These symbols mean that it is possible to reuse the works, that it is not allowed to make commercial use of the information contained therein and that it is necessary to quote the original author.

The creator is giving you permission to use the work in certain ways

On the Library page, you will find a document explaining all licenses. More information

https://www.biblioteca.fct.unl.pt/sites/www.biblioteca.fct.unl.pt/files/images/Site_Biblioteca/2017/Formacao/PDFs%202017/Folhetos/Licen%C3%A7as%20CC.pdf

Different forms of plagiarism

To copy a paper from the Internet (in full or partially)

To use the work of a colleague and sign it as his/her own

Buy a paper from a commercial site

Copy and paste from different sources (whichever form)

Saying in other words the idea of an author without mentioning the source

Why people plagiarize?

Possible reasons for <u>intentional</u> plagiarism in higher education	Possible reasons for <u>unintentional</u> plagiarism in higher education
Pressure on the individual to succeed and penalties for failure	Incorrect understanding of what plagiarism encloses
The expected gains	Not knowing how or when to cite sources
The opportunities to be dishonest	Limited competencies in: <ul style="list-style-type: none">- summarize- paraphrase- make a critical analysis- to argue- manage contributions to group work- time management- workload management and stress management
The probability of getting way with it	
The social norms governing such behaviour	

How to detect plagiarism?

The most common ways are:

- Different writing styles
- Unusual formatting
- Lack of citations over the work
- Different styles of referencing
- Using only older sources* which may indicate downgrade (it differs from area to area)

*** Please note that some may be referral sources, which are important in every scientific area!**

How to detect plagiarism?

Anti-plagiarism software

- ❖ Plag <https://www.plag.pt/> (free)
- ❖ Plagiarism combat <https://www.plagiarismcombat.com/> (free)
- ❖ Safe Assign <https://safeassign.blackboard.com/> (available for Blackboard)
- ❖ Duplichecker <https://www.duplichecker.com/> (free)
- ❖ Urkund <https://www.urnkund.com/> (paid)
- ❖ **Turnitin** <http://turnitin.com/static/index.html> (paid)
- ❖ Writecheck <https://www.writecheck.com/static/home.html> (paid)
- ❖ Ithenticate <http://www.ithenticate.com/> (paid)

FCT uses Turn It IN

If you want to use this software, subscribed by NOVA, just send us an email to div.dc.helpdesk@fct.unl.pt and follow the instructions sent in the email

- ▶ The idea is to send us this request before the thesis is delivered so that you can autonomously submit your work at TURN IT IN via the Library page on Moodle



Strategies to avoid plagiarism

- ▶ Keep the focus on learning (face your research project as a process and not as a product)
- ▶ Begin to build from the start your bibliography and do an annotated bibliography in order to be able to justify the choice of those sources (Use Mendeley) *
- ▶ Keep track of your sources (print and electronic)
- ▶ Keep your own writing and your sources separate
- ▶ Acknowledge your sources explicitly when paraphrasing
- ▶ Don't save your citations for later

More information

<https://www.biblioteca.fct.unl.pt/sites/www.biblioteca.fct.unl.pt/files/documents/pdf/formacao/Mendeley%20-%20Instala%C3%A7%C3%A3o.pdf>

How to identify your sources?

It can be done in 2 different ways:

- In a short way within your text (quotation/citation)*
- In a detailed way at the end of your text = bibliography*

When do you need to quote?

You need to quote	You don't need to quote
When you use the exact words of an author	When it's common knowledge (facts or dates which can be found in several sources)
When you paraphrase or make a summary of the author's ideas	The analysis or critics you made to the author's ideas
When you use a map, a graphic, a photo... Taken from a particular source	In the introduction, conclusion or abstract*

*If you are talking about the motivations for choosing a particular topic and in the conclusion if you are referring to future research

In text citation

What are they for?

- To identify the work from which the excerpt was withdrawn or an idea of others, indicating their precise location
- To support or argue an opinion

Where do you put them?

- Within a text with parenthesis
- In a footnote
- At the end of a chapter

What forms?

- **Indirect quotations / conceptual** - reproducing the ideas of others by our words - paraphrase
- **Direct quotes / formal** - faithfully transcribing the words of an author using quotes

Short and long citation

1. Citations up to 3 lines - insert them in the text with quotation marks

Ex. According to Hansen, Tesdell and Stith (2011)
"policies and other responses to the issue focused on punitive, rather than on educative, measures."

2. More than 3 lines - put them in a separate paragraph, indented 1cm in relation to the left and right margins of the text, line spacing should be smaller or placed in italics

In text citation

Citations can be presented in 2 ways:

1. Author, date system (ex: APA - American Psychological Association)

ex. Santos (2003) argues....

A new model of... was proposed... supported by... (Santos, 2003)

- If there are 2 authors (Santos, Correia, 2003)
- If there are 3 or 5 (Santos, Ferreira & Matos, 2003)
- If there are more than 6 authors (Santos, *et al.*, 2003)

2. Numerical system (ex. IEEE - Institute of Electrical and Electronics Engineers)

- Each reference is identified with a number [1]
- The reference can be placed on a **footnote** in the page where the citation is, **at the end of the chapter** or **at the end of the work in the bibliography**

Note: There are also mixed styles in which the text citation is numeric and the references appear in the bibliography in alphabetical order (this is the case with the ACM system - Association for computing machinery)

**But it is not
always
necessary to
quote ...**

- ▶ There are Latin, universal expressions that can be used. Usually with author-data systems.
- ▶ Here you have some examples:

Expressions to use...

Idem

- We use it when we need to refer twice to the same author

Ibidem

- Same place/same work

Op. Cit.

- We use it when referring to the previous citation (opus citatum)

Apud/cited by

- We use it when the citation is on another author's text

Cf.

- It refers to another work (Confer/confront/as)

Vide

- We use it in a sense of “as an example” (to see)

Sic

- We use it when the text has inaccuracies (exactly as)

They are used in a footnote, except the apud in the body of the text within the quote (Silva, 2005, apud Santos, 2020)

Tips for solving some problems with citations...

- Whenever we overlook a part of the original text, we should use suspension points (...)
- Whenever we need to clarify the meaning of the citation, our explanation is placed between parenthesis straight []
- In an academic assignment, we may choose to maintain the original language if we understand that the translation might affect the accuracy of the information
- If we choose to translate, we should place (tradução nossa)/ [tradução nossa] our translation

Bibliographic styles and standards

There are many different bibliographic styles standards, but the main elements are the same:

- authors name
- publication date
- title
- edition
- publishing location
- publisher
- volume
- pages

It is common that each scientific field has its own bibliographic style

What style to use?

Standard/Style	Scientific area	URL
NP 405 (IPQ) citations can be numerical, author-date	Information Science, Education, Humanities, Social Science, Health, ...	http://www.ipq.pt
APA (American Psychological Association) Author-date system	Psychology, Antropology, History, Political Sciences, Economics...	http://www.apastyle.org/
IEEE (Institute of Electrical and Electronics Engineers) Numerical system	Engineering	https://www.ieee.org/documents/stylemanual.pdf
Harvard -This system represents the styles that define in text citations as author-date system (like APA and Chicago)	Social Sciences, Chemistry.....	http://www.harvard.edu/
ACS (American Chemical Society) Numerical system	Chemistry, Physics, Materials Sciences.....	http://pubs.acs.org/
ACM (Association for Computing Machinery) Mixed citation system (Numerical system, Author-date system)	Computation, Programming, Web Design, Information and Education Technology, Information Management.....	http://www.acm.org/

To manage automatically

There are several bibliographic management software available and free online:

- Zotero
- Mendeley
- EndNote Basic (available upon registration with the search platform Web of Science, to which all institutions of higher education have access)
- and others....

These softwares automatically save the references from material available on-line, as well as files previously saved in your computer. They all have the functionality of introducing references manually through a form-oriented

In short, to avoid plagiarism, it is necessary to:

- ▶ Know what to quote / common knowledge
- ▶ Know how to quote and build a bibliographic reference
- ▶ Recognize the elements that make up the syntax of a bibliographic reference
- ▶ Recognize the importance of using bibliographic management softwares that allow us to build our own library and integrate the quote in our word processor at the time we are quoting
- ▶ Know how to make summaries, critical analysis, argumentative texts
- ▶ Give preference to sites with a creative commons philosophy in which there are no restrictions on access to information, and, on the other hand, allow you to understand what you can do with the information contained therein.

To practice...

- ▶ University of Technology Sydney Quiz

<https://avoidingplagiarism.uts.edu.au/#>

In this tutorial, it is possible to put into practice the construction of indirect and direct citations and make short summaries

We are at your disposal!

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