

Declaration Concerning Recognition of the Definition of Plagiarism

Date of Submission (mm/dd/yyyy) / /

To the Dean of the Graduate School of Economics, Waseda University

I declare that I understand the definition of plagiarism stated in the Study Guide for Students and attached “Precautions Regarding Master’s Thesis, Examinations, and Reports”, and I hereby pledge not to plagiarize or commit any similar offense when writing my Master’s thesis.

Furthermore, I fully recognize that if I commit such an act, I will be strictly punished (suspension from the School for an indefinite period, invalidation of the latest semester’s credits, failure of my Master’s thesis, etc.), and that my degree will be canceled if such behavior is discovered after the conferral of my degree.

I pledge that I will proceed with the writing of my Master’s thesis with a full and complete understanding of the above disciplinary measures.

Name _____ (印)

Date of Birth (mm/dd/yyyy) / / /

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※This paper after being signed will be collected at the GSE office.
Students are required to submit it immediately.

※ Students must keep this paper

Precautions Regarding Master's Thesis, Examinations, and Reports

The principle of honesty in Master's Theses and all examinations, including periodic examinations and reports, must be strictly observed, and students must verify recognition of their duty as students and create their Master's Thesis and take examinations in a fair manner. In the event of misconduct, **strict action (indefinite suspension, annulment of grades for all courses in which the student was registered for the relevant semester, etc.)** will be taken.

Misconduct includes the following:

- ① Fraudulent use or plagiarism in a Master's Thesis or reports (not just pertaining to examination reports, but any report given as classwork. See below for more details.)
- ② Cheating on any mid-term or final examination
- ③ Misconduct related to class attendance (attending class on behalf of another student, asking a student to register attendance on behalf of a student missing class, and declaring the attendance of a student who is not attending class are all misconduct)
- ④ Other conduct that is not acceptable while attending class

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Fraudulent Use and Plagiarism in a Master's Thesis or in Reports

It is not uncommon that university students are given assignments in which they must write and submit a "report." Students are required to write a report in seminar courses (courses with a small number of students that focus on presentations and discussions), and even in lecture courses there are cases where reports must be submitted in addition to regular examinations, or cases where students are evaluated based on reports instead of examinations. Reports can be thought of as being an important part of a student's life.

Consequently, there are many precautions to take regarding how to write a report. Here, the most important points to keep in mind when writing reports will be attended to. Reports express one's own thoughts in one's own words after reading and investigating books, reference literature, and materials related to the topic, and after organizing and summarizing the contents learned through such reading. Excerpting and copying text written by someone else from a book or website does not constitute a report. The submission of text written by someone else that was copied from a website and pasted as is, or a paper that contains parts that were copied and pasted as is from a website, will in no circumstances be accepted as a Master's Thesis or report. The introduction of a thesis or explanation of previous research without the proper and correct quotation of sources is also considered plagiarism. This is misconduct, in the same way as various forms of cheating during an examination (such as copying someone else's answers or copying from material that must not be brought to the examination). When a student is judged to be guilty of fraudulent use or plagiarism in a Master's Thesis, report or seminar paper, the student will face severe punishment, including the annulment of grades for all courses in which the student was registered for the relevant semester.

Of course, this does not mean that another person's text and ideas cannot be used at all. On the contrary—they *should* be used. But there is a vast difference between "quoting," and "fraudulent use" or "plagiarism." When borrowing someone else's words in a report, or relying on someone else's text for an important idea that is central to the report, it is necessary to indicate the source of the text (in other words, declare who wrote the text in which document) in accordance with the rules for quotations and references, and clarify that such text is not your own words (or your own idea) but was rather borrowed from someone else. This is known as "quoting." If a report is submitted without indicating the source of text or an idea that was borrowed from someone else, and passed off as your own writing (by writing your own name and student identification number), this constitutes "fraudulent use" or "plagiarism."

Although precautions will most likely be given in class regarding how to quote other people's text and ideas so as to avoid the charge of misconduct, make an effort to read and understand the reference literature introduced below. The basic rules are as follows:

- When copying someone else's text (in other words, quoting from a text), make sure to use double quotation marks (" ") around the entire text. If there are quotation marks inside the quoted text, change the double quotation marks to single quotation marks (' '). Clearly indicate the author, the year of publication of the book (or paper or article), and the relevant page number(s), and in the reference section at the end, give the full name of the work and the place of publication and the name of the publisher.

Example: "Why do university professors try to inflict severe punishment for plagiarism? In the academic world, a rule such that 'truth and knowledge that a person has come at through concentrating their efforts, investigating, and thinking should fundamentally be shared among all human beings. However, such being the case, the person who came forth with the truth and knowledge should be given an equivalent amount of respect.' Plagiarism violates this rule. Strict reproach of plagiarism in a paper is based on the idea that students are also considered to be a member of this academic world" (Todayama, 2002, 34-35).

(And then, in the References at the end of the paper, Todayama, K. (2002). *Ronbun no Kyoshitsu*. Tokyo: Japan Broadcast Publishing Co., Ltd.)

If quoting from a website, clearly indicate the URL and the date that you accessed the site. If you are familiar with the function in word processing software for creating annotations, it is acceptable to use this function and create footnotes.

- It is a rule to indicate the author's name, title, and page number (in the case of a website, the URL and date that the site was accessed) in the same manner even if you are not quoting directly from a text, but have summarized the text or referred to the text to obtain ideas.
- With regard to text from websites in particular, although there are people who make justifications such as "the text on the website was not a paper," "there was no such thing as 'unauthorized use is prohibited' written on the website," "I thought it was acceptable since it is possible to link to the site without permission," etc., none of these excuses is valid. The whole point of fraudulent use or plagiarism in reports is that "a student submits text that is not his/her own as something that he/she has written." This is not a problem of the characteristics of the site. For example, frequently used sites include those of newspapers and news service agencies, government sites, encyclopedias, and dictionaries on the Web, sites that have been established by supervisors at universities, high schools, preparatory schools, etc., for the purpose of supplementing their lectures and blogs, and libraries run by researchers and students, book-review columns on mail-order sites, etc. If text from any site is used without permission (i.e., the source is not indicated in the report), this constitutes fraudulent use or plagiarism.
- The above are precautions regarding what is strictly prohibited. Learn about when text should be quoted and summarized, the amount of quotations that should be used, and to what extent to depend on quotations and summaries during the process of writing your report. The reference literature listed below should help you. If you have any questions or concerns, do not hesitate to consult with a supervisor. Writing a good report starts with your own writing style. Make an effort to learn techniques for a "skillful way of writing."

Reference literature

Kobayashi, Yasuo, and Funabiki, Takeo, eds. *Chi no Gihou*. (University of Tokyo Press, 1994)

Todayama, Kazuhisa. *Ronbun no Kyoshitsu*. (Japan Broadcast Publishing Co., Ltd., 2002)

Hamada, Mari, Tokuko Hirao, and Kikuko Yui. *Daigakusei to Ryuugakusei no Tame no Ronbun Waakubukku*. (Kuroshio Publishing, 1997)