

To Dean of the Graduate School of Economics

Written Oath

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 submit my master’s thesis with a full and complete understanding of the above disciplinary measures.

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

Student ID Number _____

Name _____ Seal/Signature _____

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

____ Grade in Graduate School of Economics

(Fill in your grade)

※ Students must keep this paper

Warnings Regarding Master's Thesis, Examinations, and Reports

Strict norms of academic honesty are imposed on master's theses and all examinations, including examinations and reports; students must fulfill their academic duties, write their master's theses, and take examinations without any impropriety. If there is misconduct, strict action (indefinite suspension, nulling of grades for all courses the student registered for the relevant semester, etc.) will be taken.

Misconduct includes the following examples:

- ① Fraudulent use or plagiarism of master's thesis or reports including any assignments. See below for more details.
- ② Cheating on any mid-term or final examinations.
- ③ Other conduct that is not acceptable when taking classes.

Graduate School of Economics, Waseda University

Fraudulent Use and Plagiarism in Master's Theses or Reports

It is common that university students are given assignments to 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 warnings to take regarding how to write a report. Here, the most important thing to keep in mind when writing reports will be called to attention. Reports express one's own thoughts in his/her own words upon reading and investigating books, reference literature, and materials related to the topic, and upon organizing and summarizing the contents he/she has learned through such reading material as necessary. Excerpting and copying text written by someone else from a book or website is not 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 absolutely not be accepted as a master's thesis or report. The introduction of a thesis or explanation of previous research without proper correct quotation of sources is also considered plagiarism. This falls under 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 is forbidden to be brought to the place of examination). When a student is found guilty of fraudulent use or plagiarism in a master's thesis, report or a 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.

However, this does not mean that another person's text and ideas cannot be used at all. There is a difference between "quoting," and "fraudulent use" or "plagiarism." If 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, express 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. 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 warnings will generally be given in class regarding how to quote other people's text and ideas so that it does not constitute 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 (or in other words, quoting from a text), make sure to use double quotation marks ("") around the entire text. Place the period (.) indicating the end of the sentence outside of the quotation marks. If there are quotation marks inside of the quoted text, change the double quotation marks to single quotation marks ('). Clearly indicate the author, title of the book (or paper or article), the relevant page number(s) (and the publisher and year of publication).

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, Kazuhisa. *Ronbun no Kyoshitsu*. Japan Broadcast Publishing Co., Ltd., 2002. 34-35.)

If quoting from a website, clearly indicate the URL and the date that you accessed the site.

- 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 characteristic 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, 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 warnings 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.

Reference literature

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

Also refer to the books listed below as necessary to study techniques for "good writing," so that you can write excellent reports. If you have any questions or concerns, do not hesitate to consult with your supervisor.

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

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