A Reminder about Plagiarism and Self-Plagiarism
The School of Political Science and Economics

When you write a paper or report, always keep in mind that, regardless of the length of the piece, it is essential to include proper citations, with no omissions. <u>Quoting or borrowing words, statements, or ideas from other work without proper acknowledgement of their sources will be considered</u> **plagiarism**.

Plagiarism is a serious academic offence and will not be tolerated under any circumstances. You should also remember that reusing your own work (e.g., a paper or report that you have submitted to another course) will be regarded as an act of **self-plagiarism**. Severe cases of plagiarism and self-plagiarism will result in the student in question losing credits for all the courses that he or she has taken during the semester. The student in question may even end up being suspended from study.

To avoid plagiarism, you should always follow the principles below:

1. When you quote or borrow words, statements, or ideas from other work, you must acknowledge their sources.

2. To distinguish your words, statements, or ideas from someone else's, cite each item appropriately (down to the page number of a journal article or a book). This applies to boththe main text and the list of references in your paper or report.

3. When you reuse words, statements, or ideas that have first appeared in any of your otherpapers or reports, you must acknowledge their sources.

The first-year students in the school will have learned how to avoid plagiarism in "Basic Seminar." All the other students are asked to review the content of that course.

More details can be found at:
"Avoiding Plagiarism"
https://waseda.box.com/s/kdf2zmu8z9k6hrph2v1sl7xzjr9s9o4l

"Self-Plagiarism in Reports, Papers, and Theses"
https://waseda.box.com/s/nykcoskp1lesmkuje2z4xhtpl1qi1wdw

<u>*Turnitin* and "similarity reports"</u>

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