

## ACADEMIC INTEGRITY

This guide will help you follow the rules of academic integrity. Keep it at your desk and use it when you write your essays and other assignments. This guide will answer some of the most common questions and explain where to find more help for citations and academic integrity online and on campus.

### WHERE CAN I GO FOR HELP ONLINE?

- McMaster University Library (Citation Guides), <http://library.mcmaster.ca/citation-and-style-guides>
- Academic Integrity at McMaster, <http://www.mcmaster.ca/academicintegrity/students/index.html>
- OWL at Purdue, <https://owl.english.purdue.edu/owl/section/2/>
- Purdue OWL web hub for English-as-an-Additional-Language students, <https://owl.english.purdue.edu/owl/section/5/25/>
- Grammarly, <http://www.grammarly.com/edu/> (free login with @mcmaster.ca)
- Paradigm Online Writing Assistant, <http://www.powa.org/>

### WHERE CAN I GO FOR HELP ON CAMPUS?

If you need help citing your sources, go to:

- Writing Support Services, one-on-one support: <http://studentsuccess.mcmaster.ca/students/academic-skills/writing-support-services.html>
- Student Success Centre (Gilmour Hall 110), workshops: <http://studentsuccess.mcmaster.ca/students/academic-skills/workshops.html>

If you don't know where to start with research:

- McMaster Library, instructional videos: <http://library.mcmaster.ca/instructional-videos>
- McMaster Library, research help: <http://library.mcmaster.ca/research-help>

If you are feeling overwhelmed by your coursework:

- The Student Wellness Centre, <http://wellness.mcmaster.ca/counselling1.html>

### HOW CAN I AVOID COMMON MISTAKES?

The most common types of violations at McMaster University are the following:

#### PLAGIARISM

Plagiarism means “[to] submit academic work that has been, entirely or in part, copied from or written by another person without proper acknowledgement, or, for which previous credit has been obtained” (Academic Integrity Policy, McMaster University, 2008, p. 6).

Here are some steps you can take to avoid this mistake:

- Any idea, concept, fact, phrase, sentence or piece of data that you did not create uniquely for this

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assignment needs to be referenced appropriately.

- Don't cut and paste.
- Separate doing research from writing the paper (have 2 different documents: 1 for your research notes and 1 for your paper).
- Keep all of your reference/research materials and copies of drafts.
- If you really want to "recycle" part of a previous paper, you can, but you **must** reference yourself and the paper (and you may want to discuss with your professor first!).
- The kind of "source" does not matter when citing. Material from the internet, public domain, unpublished documents (yours and others), pictures, graphs, etc., must all be referenced.
- When students hand in an essay or written assignment, the professor's assumption is that everything has been written by the student and is the student's original thought and words, except for the sections that have citations.
- Avoid procrastination.
- When in doubt, cite!

## INAPPROPRIATE COLLABORATION

Occurs when students work together on an assignment that was to be done individually or work in groups beyond the degree of permissible collaboration.

Here are some steps you can take to avoid this mistake:

- Understand there is a difference between *collaborative learning* and *collaboration on assignments*.
- Assignments are to be done individually unless the instructor specifically allows collaboration.

Examples:

- Working together on a take-home exam.
- Writing an essay or assignment together (partners, friends, siblings, etc.).

## CHEATING ON TESTS OR EXAMS

Occurs when students use dishonest or deceptive means to attempt to obtain credit (or help someone else!).

Examples:

- Copy or use unauthorized aids.
- Fail to take reasonable precautions to prevent work from being used by others.

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