Academic Integrity Handbook

Including sections on academic integrity policy, plagiarism, fabrication, collaboration and the UA Code of Conduct

“A people without reliable news is, sooner or later, a people without the basis of freedom.”
Harold J. Laski,
English political scientist, 1925

School of Journalism
The University of Arizona

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**Note to Students**

It is vitally important that you reread the following information about academic integrity every semester. Habits of accuracy, completeness, fairness and integrity will serve you well as a student, a working journalist or even if you don’t remain in journalism.

You should be aware, if you are not already, that the journalism school has a zero tolerance toward all types of academic cheating. Any student who is caught violating the rules will face serious consequences ranging from failing the assignment to failing the course and suspension or expulsion from the School of Journalism, or even the university. Ignorance of the rules is not an acceptable excuse.

**Journalism: Writing Without Footnotes**

National headlines about Jayson Blair, Steven Glass and Jonah Lehrer have amply demonstrated that the journalism profession has a significant problem with plagiarism and fabrication. So does higher education. Educators are dismayed at the number of students who plagiarize, especially from Internet sources. According to the UA Dean of Students’ office, 75 percent of college students admit to some form of cheating.

The School of Journalism has a zero-tolerance policy for violations of academic integrity. We have produced this handbook so that students will understand fully what constitutes plagiarism, fabrication and falsification, and how to avoid them in their reporting and writing.

Proper attribution in journalistic writing is different and often more difficult than in other types of writing. For one thing, we don’t have footnotes or endnotes to rely on. For another, we frequently are writing on deadline and under difficult conditions. That makes it all the more important that journalists keep track of their notes, sources, inspirations and ideas.

In a national study last year commissioned by the American Copy Editors Society, the authors of “The Truth and Nothing But” cited research showing that nearly all the plagiarists of the last two decades said their plagiarism was “inadvertent.” This is no excuse. Good journalists – and good journalism students -- must understand how to protect themselves and the public by using correct attribution.

Why is plagiarism such an issue?

Plagiarism betrays the public trust in journalists’ independent pursuit of the truth. It destroys credibility not only with the public, but also with the faculty, students, fellow reporters and editors – to say nothing of your own self-worth. Finally, it carries severe consequences. One example:

A veteran reporter for the St. Petersburg Times, when forced to resign over her plagiarism, posted this on the newsroom bulletin board:
Twelve years of dedicated journalism down the drain because of a stupid mistake. It will be easier for me to live with myself knowing that the truth is known. But I hope my mistake will serve as a lesson to others. I have let the Times down. I have let myself down. But most of all, I have let the profession down. And for that, I am truly sorry.


School of Journalism Academic Integrity Policy

The School of Journalism has a progressive disciplinary policy on plagiarism. In the beginning JOUR 105 for pre-majors in journalism, fabrication will never be tolerated but an instance of plagiarism may, at the discretion of the professor, be treated as a “teachable moment,” not a professional felony. However, depending on the severity of the case, a violation may lead to failing the class and a prohibition on entering the major.

Moreover, by the end of JOUR105, journalism students should be able to articulate the professional norms against plagiarism and fabrication, and they should be able to describe why proper attribution is important and how to use attribution.

Once an undergraduate student is accepted into the journalism major, zero tolerance applies. The student will -- at a minimum -- fail the class if found to have plagiarized or fabricated information. He or she also faces suspension or expulsion from the school and even from the university. And students in 400-level classes will receive more severe sanctions. Any 400-level student who plagiarizes or fabricates will be recommended for expulsion from the School of Journalism.

We believe that zero tolerance at the university level is a powerful way to help change the culture of the profession of journalism.

The journalism school subscribes to the UA’s Code of Academic Integrity, which was updated in 2013. Prohibited conduct covers all forms of academic dishonesty, including cheating, plagiarism, fabrication and facilitating academic dishonesty by others. The Arizona Board of Regents also prohibits this as academic misconduct: http://azregents.asu.edu/rrc/Policy%20Manual/5-308-Student%20Code%20of%20Conduct.pdf

Complete details of the university policy and procedures can be found at the Dean of Students’ website: http://deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity#prohibited_conduct
Journalism examples
The faculty is watchful for – and will penalize – the following code violations:

- Failing to quote accurately, word for word, what a news source writes or says
- Failing to credit a news source when using an exact quotation
- Copying sentences or paragraphs from a publication without putting them in quotes and using attribution
- Using the source’s own words too closely when paraphrasing
- Using a source’s ideas or thoughts
- Making up sources
- Making up quotes
- Making up other information
- Staging video scenes, such as having a friend drive a car over a pothole for a story about potholes.
- Quoting friends, family, roommates or other acquaintances you know, rather than finding independent sources. And failing to disclose that you know the sources. This constitutes a conflict of interest, demonstrates improper cutting of corners, and violates the trust of readers and viewers who assume journalistic independence and trustworthiness.
- Collaborating unfairly with other students
- Cheating on tests and quizzes
- Submitting the same story, report or research paper to fulfill assignments for two different classes, without prior permission from the second instructor.
- Turning in as a new assignment all or part of a story you have written for the Wildcat or any other news media without prior permission from the instructor. This includes text, visual, audio or graphic platforms. This also includes work performed as an intern.
- Submitting a story written for a capstone class (490A-F) to any other news media as fulfillment of an internship without prior permission from the instructor.

Penalties
If caught cheating – as some are every semester in this school – you will face a range and combination of possible sanctions:

- A failing grade for the assignment.
- A requirement to attend a UA workshop on plagiarism prevention or academic integrity, or both, for which there are additional fees.
- A reduced or failing grade for the class.
- A recommendation for suspension or expulsion from the School of Journalism.
- A recommendation of suspension or expulsion from the university.

Appeal procedures
The UA Code of Academic Integrity includes procedures for appeals, to protect the rights of all parties involved. For details, see http://deanofstudents.arizona.edu/reporting-violation on the Dean of Students’ Web site.
Plagiarism

The UA’s academic integrity policy defines plagiarism as representing the words or ideas of another as one’s own.

The Modern Language Association says plagiarism is:
• Failure to attribute quotations or another person’s ideas
• Failure to enclose borrowed language in quotation marks
• Failure to put summaries and paraphrases in your own words.

Roy Peter Clark of the Poynter Institute identifies common opportunities for journalistic plagiarism. It can occur when reporters:
• Lift background information verbatim from previously published clips
• Include wire service copy in their stories without attribution
• Borrow information from other publications or the Internet
• Copy information from other reporters without permission.

It is worth noting that all plagiarism/fabrication/falsification is not intentional. Journalists (including student journalists) work under conditions that are generally far from ideal. But even when it isn’t intentional, it still is wrong and can get you a failing grade or fired.

One way to think about plagiarism goes back to the word’s origins: Plagiarism derives from the Latin verb plagiare, which means “to kidnap or abduct.”

Preventing plagiarism

Take good notes
In the rush to meet class or newsroom deadlines, it is easy to lose track of who said what or which words are direct quotes. Make it easy on yourself: clearly and fully identify the source and the quote.

Put your notes away
To keep from inadvertently copying your source information too closely, write your first draft without using your notes. Then check and double check your accuracy before writing the next draft.

Treat the Internet like any other source
All information that you Google is not in the public domain, as students (and even some high school teachers) commonly assume. When using quotes, ideas or visuals from a site, use the same attribution standards that apply to print or broadcast sources or personal interviews.

When in doubt
If you are not sure whether attribution is necessary, it is.

Rewrite, rewrite
Regardless of the source – past stories from the library, the wires, other publications or news releases – get in the habit of putting everything in your own words.
**Watch the clock**
Leave yourself ample time to fact-check, proofread and polish your work.

**Be honorable**
Plagiarizing is being dishonest with the public. It is stealing intellectual property from someone. It is also stealing from yourself – your opportunity to learn, your reputation among your peers and your own self-respect.

**Attribution**
At its most basic, plagiarism is a failure to understand attribution, or the acknowledging of the source of information used in news stories or academic papers.

**What needs attribution**
Here are the primary types of information that need attribution, whether in the classroom or on the job:

- Another person’s actual spoken or written words
- A paraphrase of another person’s spoken or written words
- Another person’s ideas, opinions or theories
- The source of any facts that you didn’t personally witness
- The source of any statistics, graphs or drawings
- Accusatory, opinionated, unsubstantiated or controversial information, especially in crime or accident stories.

You don’t need to attribute:

- Facts that are on record or are general knowledge: The Tucson City Council meets Monday nights.
- Information you observe directly: The protesters paraded through the Student Union.

**Identifying sources**
When you attribute information, sources need to be fully identified. Rules of identification include:

- Every person you interview must be fully identified in your story, generally by first name, middle initial, last name and the relevance of the source to the story: Gov. Harold P. Jenkins defended hiring his brother-in-law for the position by saying, “He was the best person for the job.”
- All published sources have to be identified: The Arizona Daily Star reported.
- All Internet sources must be identified by telling the public about the individual or group that operates the site: A website sponsored by the Humane Society said.

See the journalism school’s Reporter’s Handbook for more details.
How to use quotations for attribution

Journalists continually need to combine direct quotations with paraphrasing. Quotes give the public accuracy and color. Summarizing is needed to help condense long meetings, detailed interviews or complex events, issues or ideas into a story of a few paragraphs.

The mechanics of using quotation marks and attribution (he said, etc.) are available in any grammar book or journalism text. For example, *A Pocket Style Manual* by Diana Hacker gives the following example of the right and wrong way to distinguish between your thoughts and those of the source, according to Modern Language Association rules.

**Original**

*We see conflicting pictures of the mountain lion through the eyes of hunters, rangers, scientists, wildlife managers and preservationists. Each viewpoint, like a piece of glass in a kaleidoscope, is a shard, a fragment until it is combined with the other pieces to create a total image.*

– Karen McCall and Jim Dutcher, *Cougar: Ghost of the Rockies*, p. 137

**Plagiarized version**

*McCall and Dutcher observe that we see conflicting pictures of the mountain lion through the eyes of hunters, rangers, scientists, wildlife managers and preservationists. Each viewpoint, like a piece of glass in a kaleidoscope, is a shard, a fragment until it is combined with the other pieces to create a total image (137).*

**Acceptable version**

*McCall and Dutcher observe that “hunters, rangers, scientists, wildlife managers, and preservationists” see the mountain lion quite differently: “Each viewpoint, like a piece of glass in a kaleidoscope, is a shard, a fragment until it is combined with the other pieces to create a total image” (137).*

How to paraphrase

To paraphrase properly, you have to be careful to remain faithful to the source’s viewpoint, but use your own words to do so. How much use of the source’s words is too much? There is no legal standard, but notice in the plagiarized example below that the MLA considers even three words (see underlined below) to be unacceptable. Other authorities specify eight words. Use your best judgment, but certainly your limit should be less than one sentence.

In the case below, Hacker said that the paraphrase “is plagiarized – even though the source is cited – because too much of its language is borrowed from the source.” Using some of the same sentence structure and simply substituting alternative words – children for minors, brutally for severely, and assault for attack – is not enough, Hacker said.

**Original**

*The park [Caspers Wilderness Park] was closed to minors in 1992 after the family of a girl severely mauled there in 1986 won a suit against the county. The award of $2.1 million for the mountain lion attack on Laura Small, who was 5 at the time, was later reduced to $1.5 million.” – Reyes and Messina, “More Warning Signs,” p. B1*
Reyes and Messina report that Caspers Wilderness Park was closed to children in 1992 after the family of a girl brutally mauled there in 1986 sued the county. The family was ultimately awarded $1.5 million for the mountain lion assault on Laura Small, who was 5 at the time (B1).

In 1992, officials banned minors from Caspers Wilderness Park. Reyes and Messina explain that park officials took this measure after a mountain lion attack on a child led to a lawsuit. The child, 5-year-old Laura Small, had been severely mauled by a lion in 1986, and her parents sued the county. Eventually they received an award of $1.5 million (B1). The Boston Globe reports that Judy Hunter, a teacher at Grinnell College in Iowa, tells her students: “In a bad paraphrase, you merely substitute words, borrowing the sentence structure of the organization directly from the source. In a good paraphrase you offer your reader a wholesale revision, a new way of seeing the text you are paraphrasing. You summarize, you reconstruct, you tell your reader about what the source has said, but you do so entirely in your own words, your own voice, your own sentence structure, your own organization.”

In its policy on academic integrity, Northwestern University’s Medill School of Journalism defines fabrication as “the intentional falsification or invention of information, data, quotations, or sources in an academic exercise or in a journalistic presentation. Fabrication also includes, but is not limited to, misattributing information or presenting information in an assignment that was not gathered in accordance with the course syllabus or other course outline.”

The UA journalism school’s (and all newsrooms’) policy is simple: It is never acceptable to make up a source, quote or a fact.

Proper planning often is all it takes to eliminate the need to fabricate a missing fact or quote.

Understand what you were sent to cover. Anticipate the kind of information you will need before you begin. Clearly, you have to let the facts shape the story, but if you have some idea of what you need, you can make the best use of your limited time.

When you’re interviewing, keep digging for hard facts, colorful details and illuminating quotes. Then evaluate not only what you have, but also what you don’t have – and go get it.

Always ask sources for phone numbers and/or e-mail addresses, so you can contact them if you have additional questions.
The UA Student Code of Conduct is designed to promote self-discipline and respect for the rights of others in the university community. Students who violate the standards of conduct outlined in the code are subject to disciplinary sanctions.

The code primarily, but not exclusively, covers non-academic issues. Following are some of the types of prohibited conduct:

- Cheating on assignments or tests
- Threatening behavior
- Use of false identification or documents
- False fire alarms
- Forgery or misuse of documents or records
- Unauthorized or improper use of university property
- Stalking or discrimination against individuals or groups.

The academic issues covered by the code include several inappropriate behaviors, such as:

- Unauthorized collaboration with other students
- Asking for access to another person’s work or giving someone access to your work
- Sharing information during an exam
- Falsifying a class attendance record
- Taking a test or preparing an assignment for someone else or asking a student to do the same for you.

The Student Code of Conduct also includes a list of sanctions that can be imposed. They range from administrative holds on student records to warnings, administrative drops from courses, probation, suspension or expulsion. Full details about the code can be found at the following website: http://deanofstudents.arizona.edu/policiesandcodes/studentcodeofconduct.

For more information

To learn more about plagiarism and fabrication, see the university library Web site (http://www.library.arizona.edu). The journalism faculty also can provide guidance.