

Tips for Avoiding Plagiarism

- Give yourself enough time to do the work
- Read carefully & take good notes
- Summarize, paraphrase, quote
- Cite your sources
- Use a citation manager
- Have someone read your work

Read Carefully, Take Good Notes

- Read the source in its' entirety
- Take handwritten notes or use a template
- Note the source on each page
- Explain what you have read in your own words
- If you note something word for word: put it in quotes & include page #

Summarize, Paraphrase, Quote

- Summarize: take something substantial, shrink it down using your own words
- Paraphrase: take something small, put it in your own words, capturing the idea or meaning
- Quote: exact reproduction of someone else's language
- When summarizing or paraphrasing, don't just change the words around— different sentence structure & *in your own words*
- Use your notes when writing, not the original source— you can check against the original to ensure that you have captured the meaning, *not* copied and quoted accurately

Cite Your Sources

- Need to cite when you summarize, paraphrase, quote, or otherwise make reference to someone else's work
- Do not have to cite common knowledge, or your own ideas expressed elsewhere in the *same* paper
- When in doubt, cite
- To ensure that both your in-text & reference list citations are formatted correctly: use a citation manager; consult a style manual; ask a librarian

Ethics of Scientific Writing: Plagiarism & Authorship

ICMJE Criteria for Authorship

- Substantial contributions to the design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
- Drafting the work or revising it critically for important intellectual content; AND
- Final approval of the version to be published; AND
- Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Tips for Avoiding Disputes

- Discuss authorship early
- Consult relevant guidelines: International Committee of Medical Journal Editors (ICMJE); funder; journal; school or department
- All authors should have the opportunity to review & approve manuscript

Plagiarism Resources

- The Use and Misuse of Sources: Avoiding Plagiarism: <https://students.tufts.edu/student-affairs/student-life-policies/academic-integrity-policy>
- Alley M. *The Craft of Scientific Writing*: **HHSL Reference T11 A435c 1996**
- Greene AE. *Writing Science in Plain English*: <http://library.tufts.edu:80/record=b2645604~S1>
- Hacker D, Sommers NI. *A Pocket Style Manual*: **HHSL Reserve WZ 345 H119 2015**
- Matthews JR, Matthews RW. *Successful Scientific Writing: A Step-by-Step Guide for the Biological and Medical Sciences*: <https://library.tufts.edu:443/record=b2903682~S1>
- Rogers SM. *Mastering Scientific and Medical Writing: A Self-Help Guide*: <https://library.tufts.edu:443/record=b2639215~S1>
- Zeiger M. *Essentials of Writing Biomedical Research Papers*: **HHSL Book Stacks WZ 345 Z46e 2000**

Authorship Resources

- Committee on Publication Ethics (COPE): <http://publicationethics.org/>; **Search: Authorship**
- CSE's White Paper on Promoting Integrity in Scientific Journal Publications: <http://www.councilscienceeditors.org/resource-library/editorial-policies/white-paper-on-publication-ethics/>
- General Guidelines for Authorship Contributions: https://oir.nih.gov/sites/default/files/uploads/sourcebook/documents/ethical_conduct/guidelines-authorship_contributions.pdf
- Recommendations for the Conduct, Reporting, Editing, and Publication of Scholarly Work in Medical Journals: <http://www.icmje.org/recommendations/>
- Strange K. Authorship: why not just toss a coin? *American Journal of Physiology-Cell Physiology*. 2008;295(3):C567-C75; **PMID: 18776156**.
- Wager E. Recognition, reward and responsibility: Why the authorship of scientific papers matters. *Maturitas*. 2009;62(2):109-12; **PMID: 19147308**.