



Directive N. 3/2008 to prevent plagiarism at the Faculty of Economics and Administration

Pursuant to Section 2, Subsection 2 Letter d) of the Principles of creation and issuance of the internal norms of Masaryk University I issue this directive:

Section 1

Subject-matter of regulation

The directive is issued to fight plagiarism at the Faculty of Economics and Administration and to prevent disputes over the definition of plagiarism. It covers authors of Bachelor's, Diploma and Dissertation theses, and also of seminar assignments (including works marked by a tutor) and all other school assignments related to any form of study at the Faculty of Economics and Administration (hereinafter referred to as the Faculty) created on the Faculty ground.

Section 2

Plagiarism and its prevention

Plagiarism is an intentionally committed disciplinary offence on which it is ruled in accordance with the Disciplinary code for students and which is defined at the Faculty in conformity with the definition of the disciplinary offence stated in Section 4 Item a) of the Disciplinary code for the faculty students. According to this definition presenting a work of another as one's own, especially by using parts of a work of another without appropriate reference to it or using verbatim parts of a work of another without indicating citation, especially by quotation marks may also qualify as plagiarism.

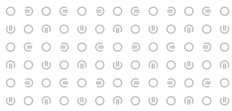
Every author of works mentioned in Section 1, Subsection 1 is obliged to take sufficient care not to violate Act N. 121/2000 Coll., on Copyright, Rights related to copyright and on Amendment of certain acts (Copyright Act). Interpretation of these standards demonstrated on practical examples is offered in the appendix of this directive (The binding rules of author's writing at the Faculty of Economics and Administration).

Section 3

Final provisions

1. I delegate the interpretation of individual provisions on the Vice-Dean for Studies and the Vice-Dean for Science, Research and Doctoral Study Programme.
2. I delegate the continuous update of this directive on the Vice-Dean for Studies and the Vice-Dean for Science, Research and Doctoral Study Programme.
3. Inspection of adherence to this directive is performed by the Vice-Dean for Studies and the Vice-Dean for Science, Research and Doctoral Study Programme.
4. This directive takes effect on 17 April 2008.





doc. Ing. Martin Svoboda, Ph.D., in his own writing
Dean

Appendix

The binding rules of author's writing at the Faculty of Economics and Administration MU

The next text aims to standardize the rules of author's writing at the Faculty of Economics and Administration. At the Faculty of Economics and Administration according to the Disciplinary Code for students plagiarism is an intentionally committed disciplinary offence on which it is ruled in accordance with the Disciplinary code for the students of the Faculty of Economics and Administration.

Based on the definition provided in the Academic dictionary of foreign words we understand plagiarism as "illegal imitation, adoption of a work of artistic or scientific value without acknowledging the pattern or the author"¹. Hiring a person to produce a work for another or its purchase (borrowing, theft, etc.) also qualifies as plagiarism (not only) on the academic ground. Such a definition of plagiarism corresponds to the material "Copyright Protection" issued by the Ministry of Education, Youth and Sports of the Czech Republic².

We will expand the definition and demonstrate on examples the desired and forbidden procedures:

In a specialist work there are three types of information:

1. generally known findings
2. author's conclusions, i.e. his or her own opinions, attitudes, assessments, research results, etc.
3. information acquired by the author from other persons

AD 1 – Generally known findings

It is not necessary to provide reference for commonly known information in any special way. Here we refer to facts whose occurrence and public knowledge is universally assumed. If the author writes about the fact that Czechoslovakia was split into two independent countries on 1 January 1993, it is not required to produce citations or provide reference to relevant information sources to prove this fact. However, a difficulty may arise when seeking to determine which facts fall under the category of widely known facts and which facts represent *special knowledge*. Here universal advice may be given – use your common sense and when unsure consult the matter with the thesis supervisor, specialists from the field, etc. When still in doubt, cite the information source.

AD 2 – facts which the author arrived at independently

..... should represent the majority of the work. It is the author's investment in the form of opinions, descriptions, deductions, assessments, attitudes, etc. which the author arrived at through his or her own efforts and endeavours.

¹ Source: AUTHORS' COLLECTIVE [The Academic Dictionary of Foreign words – own translation]. *Akademický slovník cizích slov*. 1. vyd. [1st edition] Praha [Prague] : Academia, 1998. 834 s. [834 pp.] ISBN 80-200-0982-5. s. 593 [p.593]

² See <http://www.msmt.cz/Files/PDF/MRZVManualautorskepravozverejneno.pdf> pp. 8 and 16





AD 3 – information acquired by the author from other persons

Providing the fair and correct approach is applied, this area should not generate problems. If the author adopts ideas of another, it is necessary to acquaint the readers with the fact. However, as this area generates numerous faults, misunderstandings or even frauds, we will take a closer look at it.

A set of information which is necessary to analyze is rather large. It may include ideas, theories or opinions of another person, facts, statistics, graphs, diagrams, outlines, etc. (in other words any information not generally known), direct citations or paraphrases of the written or spoken language of another person, etc.

This group includes a special set of information composed by the so called official works. These are not protected by copyright in the public interest but it is necessary to cite them in the same way as other documents protected by copyright. Section 3 of Act N. 121/2000 Coll. specifies them as the following: legal regulation, decision, measure of general nature, public instruments, publicly accessible register and a collection of its instruments as well as the official work proposal and other preparatory official documentation including the official translation of such a work. The official works also include Chamber and Senate publications, municipal commemorative books (municipal chronicles), etc.

This group also contains other groups of information of any language or territorial origin provided on paper or through other, for instance, electronic media.

Examples of correct and incorrect adoption of a text of another person

In the year 2006 the article titled "The big transformation of Central and Eastern Europe: Success and Disappointment" was released in issue N. 4 of the magazine Political economy.

Below you may view part of the original text.

During the last millennium various capitalist forms of the economy have gained more and more ground in Western civilization. Traces of this had already appeared in antiquity and formed important building blocks of medieval society from the very beginning. The characteristic institutions of capitalism – private property, hired labor, market-type buying and selling, a credit system, and a legal system protecting the sanctity of private property and contracts – evolved in various countries at various speed. Institutional transformation has been inseparably associated with such profound processes as urbanization, industrialization and commercialization. All the above comprise what is known as the capitalist economy.

❖ Correct adoption– type 1 (quotation)

The used part of the text is labelled with quotation marks and finished with the bibliographical information.

In short we may view the beginnings of capitalism as a process during which "*various capitalist forms of the economy have gained more and more ground in Western civilization. Traces of this had already appeared in antiquity and formed important building blocks of medieval society from the very beginning. The characteristic institutions of capitalism – private property, hired labor, market-type buying and selling, a credit system, and a legal system protecting the sanctity of private property and contracts – evolved in various countries at various speed*" [Kornai, J., 2006:437].





❖ **Correct adoption – type 2 (paraphrase)**

Here we adopt ideas or assessments in a way that the sense of the original text remains preserved but is "retold" using one's own words. A simple replacement of a few words or a change in the word order does not qualify as a paraphrase. A paraphrased text is not marked with quotation marks but it is finished with bibliographical information.

One of the characteristic features of the social development of the last millennium was the gradual growth of various forms of the capitalist economy where the beginnings of this process date back to antiquity. Structural social institutions established in this way affected the social development also during the medieval times. [Kornai, J., 2006:437].

❖ **Correct adoption – type 3 (paraphrase and quotation combination)**

Here a combination of the previous two types is used, again including the acknowledgement of the original source.

One of the characteristic features of the social development of the last millennium was the gradual growth of various forms of the capitalist economy where the beginnings of this process date back to antiquity. Structural social institutions established in this way affected the social development also during the medieval times. *"The characteristic institutions of capitalism – private property, hired labor, market-type buying and selling, a credit system, and a legal system protecting the sanctity of private property and contracts – evolved in various countries at various speed"* [Kornai, J., 2006:437]

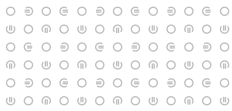
❖ **Incorrect adoption - plagiarism**

Only a few words (underlined) or the word order have been changed (sometimes there are no changes), **the information source is not provided and the plagiarist presents it as her or his own.**

During the previous millennium various capitalist forms of the economy have gained more and more ground in Western civilization. Traces of this had already appeared in antiquity and created important building blocks of medieval society from its very start. The characteristic institutions of capitalism – private property, hired labor, market-type buying and selling, a credit system, and a legal system protecting the sanctity of private property and contracts – evolved in various countries at various speed. Institutional transformation has been inseparably associated with such profound processes as urbanization, industrialization and commercialization. All the above comprise what we know as the capitalist economy.

As plagiarism also qualifies a case where the original text has been considerably reformulated but the main informative value has been preserved and the information source is not stated. Whether a work is or is not treated as plagiarism is not affected by the extent of "uncited" information; even a single sentence, a few words or a unique expression or phrase may all qualify as plagiarism. Last but not least a situation where only one part of the adopted information is provided with a citation and the other one is not is also treated as plagiarism. Here the author should not expect to excuse his or her behaviour by saying they believe that using a citation in one particular instance covers all the other instances of adopting the same information source.





"Reasonable" extent of direct and indirect citations

None of the academic works determined in the preamble may be built only on generally known facts and equally it should not be assumed that the entire work will be based solely on author's ideas. In every work substantial personal investment of the author is expected the level of which increases depending on the work type, from the seminar assignment over to the diploma work through to the doctoral work (or even the habilitation thesis).

Citation technique

The way through which individual bibliographic citations are used are governed by regulations.

- ČSN ISO 690 *Bibliographic citation and*
- ČSN ISO 690-2 *Information and documentation – Bibliographic citation – Part 2: Elektronic documents or its parts*³.

Before we look at the examples of bibliographic citation, let us emphasize **the main thing – their sense**. Citations aim to **allow the reader to gain speedy and reliable access to all the relevant sources used in thesis writing**. The reader needs the source specification to be able to verify the origin of the data and statements used and to understand the way the author works with the sources. In this way the reader is able to judge the credibility of the overall argumentation. Possible side-effects might include increased recognition of the work of the original authors and an opportunity to notify the readers of interesting sources.

To facilitate speedy and clear verification of the paraphrased text (see example Correct adoption – type 2 (paraphrase) we require students at the Faculty of Economics and Administration to state a page (total number of pages) to identify where the paraphrased text may be found in the original document. This is mandatory for all types of documents where it is possible to provide such data (especially monographies and magazine articles). This is done in accordance with the type of the citation system used.

It is also necessary to cite that particular source which "*we held in our hands*". For instance we have studied the book by M. Petrusek – *Sociometrie (Sociometry)* in which Petrusek deals with the concept of ten types of central personalities which had been first introduced by Fritz Redl. A correct procedure would be as follows – see footnote N.2

Redl defines the concept of ten types of central personalities in this way: "*patriarchal, cocky, leader, oppressor, ideal man, scapegoat, organizer, seducer, hero, bad influence and good example*"⁴.

If the adopted text includes a long coherent passage (one paragraph and longer), we recommend using a different fontsize for it or indenting the whole paragraph on the left hand side.

If we cite a foreign language text by translating it into a different language, we notify the reader by inserting the (*own translation*) note.

³ Both these documents are available on the university intranet at:

<https://inet.muni.cz/app/index.jsp?id=dokum.enormy>

⁴ Redl, F.: *Group Emotion and Leadership*. *Psychiatry*, V, 1942, pp. 573–596. Cited according to: Petrusek, M.: *Sociometry*. Prague, Svoboda 1969, p. 209-210. (own translation)





Basic demonstrations of bibliographic citations

For citations of **one-volume works** it is recommended to use the so called basic quotation containing data necessary to facilitate identification of a publication or its parts and provide the reader with the idea of its extent and content:

- surname and name of the author(s)
- publication title
- compiler, editor
- edition order
- publishing venue
- publisher
- publishing year
- number of pages
- ISBN, ISSN for magazines

ČSN ISO 690 (01 0197) offers the following basic citations of a one-volume work:

DÄNIKEN, E. von. *Prorok minulosti*. Přel. R. Řežábek. 1. vyd. Praha: Naše vojsko, 1994. 200 s. ISBN 80-206-0434-0.

ŘEŠETKA, M. *Anglicko-český, česko-anglický studijní slovník*. 2. dopl. vyd. Olomouc: Fin Publishing, 1997. 1181 s. ISBN 80-86002-36-5.

MĚSTECKÝ, P. *Počítač v kanceláři: používáme Windows 95, Microsoft Word, Excel a Outlook*. 1. vyd. Praha: Computer Press, 1998. ISBN 80-7226-072-3.





The basic citation is recommended to use also when citing **magazine articles**.

- surname and name of the author(s)
- article title
- magazine title
- publishing year
- year (volume)
- issue
- pages

Citation of a magazine article

FROST, P. a BARTOŠOVÁ, H. Konference o evropské technické normalizaci v telekomunikacích. *Magazín ČSN*, 1992, roč. 2, č. 11, s. 155–156.

BAUTZOVÁ, L., et al. Černá díra jménem IPB. *Ekonom*, 2001, roč. 45, č. 5, s. 16–17.

The last typically used bibliographic citation is the one referring to **anthology papers** (essays, contributions). Again the basic citation with the following structure is recommended:

- surname and name of author(s)
- paper title
- anthology title after "In"
- name of the editor in charge of the anthology issue in question
- edition
- publishing venue
- publisher
- publishing year
- pages

For example:

SPONER, M. Evropská měnová integrace. In *Sborník prací Ekonomicko-správní fakulty Masarykovy univerzity*. 1. vyd. Brno: Masarykova univerzita, 1998, sv. 2, s. 89–114.

FOUČKOVÁ, M. Reinkarnace a hlubinná terapie. In WHITTON, J. L. a FISHER, J. *Život mezi životy*. Brno: Bollingenská věž, 1992, s. 9–14.

New types of information media are cited in accordance with the ISO 690-2 norm:

The CD-ROM citation:

Statistická ročenka České republiky 2000 [CD-ROM]. 1. vyd. Praha: Český statistický úřad, 2000. 1 CD-ROM.

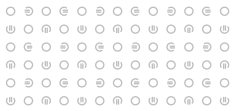
The WWW based citation:

Ikaros : elektronický časopis o informační společnosti [online]. Praha Ikaros, 1997– . [cit. 2006-05-10] Dostupný na WWW: <<http://ikaros.ff.cuni.cz>>. ISSN 1212-5075.

The citation of an article on the WWW:

MERTA, A., JEDLIČKOVÁ, P. Přiblížit výzkum potřebám praxe. *Ikaros* [online]. 2001, č. 2 [cit. 2002-02-02]. Dostupný na WWW: <<http://ikaros.ff.cuni.cz/2001/c02/rozmerta.htm>>. ISSN 1212-5075.





Materials used

Academic Integrity at the Massachusetts Institute of Technology: A Handbook for Students [online] Massachusetts : MIT, 2007 [cit. 31. 08. 2007]. Available at: <http://web.mit.edu/academicintegrity/handbook/handbook.pdf>

Plagiarism: What It is and How to Recognize and Avoid It. Bloomington: Indiana University, Writing Tutorial Services [online]. 2004 [cit. 31. 08. 2007]. Available at: <http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>

KOLEKTIV AUTORŮ. *Akademický slovník cizích slov.* 1. vyd. Praha: Academia, 1998. 834 s. ISBN 80-200-0982-5 AUTHORS' COLLECTIVE [The Academic Dictionary of Foreign words – own translation]. 1st edition. Prague: Academia, 1998. 834 pp. (own translation)

ZBÍRAL, L. *Plagiátorství a jak mu předejít (způsoby citací)* [online]. Olomouc: Univerzita Palackého, 2004 [cit. 30. 08. 2007]. Dostupné z WWW: http://www.upol.cz/fileadmin/user_upload/PF-katedry/politologie/Jak_psat_seminarni_prace.pdf
Plagiarism and how to prevent it (citation modes) [online]. Olomouc: Palacky University, 2004 [cit. 30. 08. 2007]. Available at: (own translation)

