

## Department of Materials Science and Metallurgy: Plagiarism Statement

This guidance, which relates to NST courses within the Department of Materials Science and Metallurgy, should be read alongside the University plagiarism statement at:

<http://www.plagiarism.admin.cam.ac.uk/>

### Definition and scope

Plagiarism is the unacknowledged use of the work of others as if this were your own original work. It is always wrong and a breach of academic integrity, whether in supervision exercises, project reports, exam answers or published papers. The University regards plagiarism as a serious offence. The penalties for plagiarism may be severe and may lead to failure to obtain your degree. The University reserves the right to check any submitted work for plagiarism, and can do so with increasingly sophisticated software.

*The golden rule is that there should be no doubt as to which parts of your work are your own original work and which are the rightful intellectual property of someone else.*

Plagiarism may be due to copying (using another person's language or ideas as if they are your own) or collusion (where collaboration is concealed to gain unfair advantage).

Methods of plagiarism include:

- Quoting directly another person's language, data or illustrations without clear indication that the authorship is not your own and without due acknowledgement of the source.
- Paraphrasing the critical work of others without due acknowledgement. Changing words or their order does not avoid plagiarism, if you are using someone else's original ideas without acknowledgement.
- Using ideas taken from someone else without reference to the originator.
- Cutting and pasting from the Internet to make a pastiche of online sources.
- Colluding with another person, including another candidate (other than as explicitly permitted for joint work).
- Submitting as your own work research that has been contributed by others to a joint project.
- Submitting work that has been done in whole or in part by someone else on your behalf (such as commissioning work from a professional agency).
- Submitting work you have already submitted for a qualification at another institution or for a publication without declaring it and clearly indicating the extent of overlap.
- Deliberately reproducing someone else's work in a written examination.

Plagiarism can occur with respect to all types of sources and in all media:

- not just text, but also figures, photographs, computer code etc.
- not just material published in books/journals, but also downloaded from websites or drawn from other media.
- not just published material but also unpublished works, including lecture notes and the work of other students.

### Avoiding plagiarism

- When presenting the view or work of others, cite the source in ways such as ‘...as shown by Potter (2000)’.
- If quoting a secondary source, to which you have not gained access, make this clear in ways such as ‘...Gryffindor (986) as discussed by Granger and Weasley (2003, p. 176).’
- If quoting text verbatim, use quotation marks or indented text and a citation; e.g. “Words are, in my not-so-humble opinion, our most inexhaustible source of magic.” (Dumbledore 2007).
- If using an exact or redrawn copy of a figure from another work, cite the work in the figure caption; e.g. ‘redrawn from Snape (1975).’
- If incorporating data into a figure from another source, cite the source in the figure caption; e.g. ‘mechanical testing data taken from Voldemort (1976).’
- Collaboration with staff or other students may arise during, for instance, practical and project work. If there is likely to be any doubt as to who contributed which parts of submitted work, make this clear in the text wherever necessary; e.g. ‘Prof. M. McGonagall supplied the micrographs in figure 2.’
- Wherever a source is cited, a bibliographic reference – e.g. title, journal, volume and page numbers – should be given at the end of the report.