

Academic Honesty

All students are expected to maintain academic honesty and to make use of information in an ethical manner. To live up to these expectations, students must understand the principles of copyright and fair use, and how to avoid plagiarism by adhering to established methods of citing information sources.

Copyright

Copyright protects intellectual property. Intellectual property includes someone's words and ideas, as found in books, journals, newspapers, web pages, and blogs. Intellectual property also includes music, art, films, television programs, and computer software. Copyright law makes it illegal to neglect to give credit to the original author or creator of a work when using that person's thoughts or words in your own work, and it also makes it illegal to reproduce a work without permission (unless that work is within the public domain).

Fair Use

The concept of Fair Use applies to the reproduction of copyrighted works, such as newspaper and journal articles, music, software, and art. Fair Use allows individuals to reproduce materials for personal research or teaching purposes. However, if the reproduction of these materials impacts the market of potential sales for an item, then this would be a violation of copyright. For example, students may photocopy an individual chapter from a textbook for their personal use without permission. However, software licensed to Suffolk University for use on campus, may not be copied for use at home.

Works within the public domain may be reproduced, however, the original author should be cited. Examples of public domain materials include written works published more than 72 years ago, works where copyright has not been extended, and open-source software.

Plagiarism

Plagiarism is using someone else's thoughts or ideas, words or phrases, or entire work as if it were your own. Even if the words have been paraphrased or altered, the original source must be credited. Plagiarism occurs when sources are not properly cited.

Common errors leading to plagiarism include:

- Taking notes from a book or article or copying and pasting from an electronic source and then using this information in a research paper, without identifying the source of this material in your paper.
- Referring to facts and statistics without stating the source of the information.
- Reproducing tables, charts, illustrations, graphics or other media for use in a presentation without crediting the original source.

Avoid the mistakes that lead to plagiarism:

- Be careful to completely identify each source used in your research, so that both you and your audience (the instructor) can find the original material at a later date.
- Keep track of the source of all ideas, quotes, or paraphrased material that you use in your research papers. Be sure to distinguish the ideas you have borrowed from your own thoughts on the topic.

Citing Sources

- Ask your instructor which citation style you should use. Common citation styles include MLA (Modern Language Association), APA (American Psychological Association), and Chicago/Turabian (Chicago Manual of Style.)
- All citation styles will require sources to be completely identified, including but not limited to: author, title (of the article and journal, or book), place and date of publication. Use of electronic resources will include additional information on how, where, and when the material was accessed.
- The Sawyer Library maintains Research Guides to help you cite your sources, available at: <http://suffolk.libguides.com/CitationsandGrammar> for style and grammar; <http://suffolk.libguides.com/apa> for APA; <http://suffolk.libguides.com/content.php?pid=131546> MLA and <http://suffolk.libguides.com/ASASTyle> for ASA.