

Ethical Research Practices: Upholding Academic Integrity

We – CAP, UBC, and the scholarly community at large – share an understanding of the ethical ways that we use to produce knowledge. A core practice of this shared value of academic integrity is that we *acknowledge the contributions of others* to our own work, but it also means we *produce our own contributions*: we don't buy or copy papers or exams, or have someone else edit them. We also don't falsify data or sources, or hand in the same work in more than one course.

This handout gives you some resources to use in informing yourself about academic integrity and in producing work that follows the practices of ethical knowledge production we expect to see. Remember that whether or not you intended to commit academic misconduct, you are still responsible if it happens.

1. Inform yourself about the expectations of academic integrity and the consequences of academic misconduct: Read the UBC Calendar page on [Student Conduct and Discipline](#): the entries on "[Academic Honesty](#)," "[Academic Misconduct](#)," and "[Disciplinary Measures](#)."

2. Establish excellent research practices from the beginning, and recognize the extra time such careful work will take (give yourself lots of time):

- Keep a document open and immediately enter the full bibliographic information & URL and/or DOI for *every* source you read. (Don't worry so much about the formatting at this point; just get the info.)
- If you copy & paste from a source, put the quotation marks into your document BEFORE you paste. Immediately include an entry – even if just the author name for now – in your Works Cited page so that you remember to add it.
- Check your paraphrases (see below) to make sure you haven't accidentally copied OR made an error in representing the ideas of the original.
- Use this general rule: when in doubt, cite! (Better to cite unnecessarily than not cite and plagiarize).

3. Understand what “acceptable paraphrase” means and how to do it: failing to understand how to paraphrase properly is one of the top causes of plagiarism.



- Acceptable paraphrase = accurately putting the ideas of the original into your own words and phrases, and including a citation with page number. It is NOT enough to keep the original sentence and just use synonyms for a few of the words.
- As the MIT *Academic Integrity Handbook* says, “A good paraphrase combines a number of strategies: the goal is to rephrase the information so that it appears in your words, not those of the author.”
- Further resources on paraphrasing: the [MIT Handbook](#), OWL’s “[Paraphrase: Write it in Your Own Words](#).” See also OWL’s very useful page on “[Quoting, Paraphrasing, and Summarizing](#)”: it’s good to review the differences between these practices.

4. Learn the expectations of the style & citation system required – for us, that’s MLA Style. A very good online source is the [Purdue Online Writing Lab](#) (OWL). Below I’ve included the links for the pages you will most likely use, but I recommend bookmarking the site to use for other courses, too.

- [MLA Guide](#) (overview), [MLA General Guidelines](#) (including paper formatting and what your first page needs to include), and the [MLA General FAQ](#) pages;
- MLA [In-text Citation](#), [Works Cited: The Basics](#), and [Sample Works Cited](#) pages
- Works Cited entries for [Electronic Sources](#), including tweets, websites (including Wikipedia), and YouTube videos; “An Article in an Online Scholarly Journal” on this page explains how to cite sources such as the articles by Hillary Chute and Tim Adams on our recommended reading list.
- Works Cited entries for [Books](#): the primary texts and scholarly books if you’re using print editions. For books you access online such as Smith and Watson’s, you’ll need to add the database name and the URL or DOI. (See [this site for details](#).)
- “Speeches, Lectures, or Other Oral Presentations (including Conference Presentations)” on the [Works Cited: Other Common Sources](#) page: this shows you how to cite lecture notes from class. If you are using essentially the material from the lecture slides, you should cite it.

If you are unsure, you can ask your instructors, the UBC librarians, or the [AskAway](#) online library service.