

# FACULTY OF HEALTH SCIENCES

## A QUICK AND UNDERSTANDABLE GUIDE TO COPYRIGHT AND PLAGIARISM POLICIES

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### WHAT IS COPYRIGHT?

- Copyright is defined as the “exclusive legal right to reproduce, publish, sell or distribute” literary, musical or artistic works<sup>1</sup>.
- Copyright protects the rights of the author/s and/or artist/s and/or publisher/s of such works from illegal copying, reproduction or sale by others.
- Copyright does **NOT** mean the right to copy.
- The symbol used to denote copyright is ©.
- Copyright can be used to protect the work of an individual
  - © John Smith
- Copyright can also be used to protect the rights of a company or organisation
  - © University of the Witwatersrand
- In South Africa, copyright is governed by the Copyright Act 98 of 1978, as amended.
- According to this Act, there are criminal penalties for the infringement of copyright (illegal copying):
  - For a first conviction, there is a fine of R5000.00 per infringement or imprisonment up to 3 years
  - For a second conviction, there is a fine of R10 000.00 per infringement or imprisonment up to 5 years

**COPYING IS A FORM OF CHEATING** because you are “stealing” or copying someone else’s work or ideas.

### WHAT MAY YOU COPY?

- You may make **ONE** legal copy for yourself for the purpose of private study or research, or for teaching purposes.
  - This means you can photocopy, or download from the Internet, or download from the Library’s electronic resources **ONE** copy legally for your own use as a student, researcher or lecturer.
- Lecturers wanting to make copies for an entire class should consult the Copyright Librarian, [denise.nicholson@wits.ac.za](mailto:denise.nicholson@wits.ac.za).
- In general, copyright is governed by the principle of “**fair use**”.
  - Legally, “fair use” is usually interpreted as **not more than 10%** of:
    - The contents of a book (one chapter, if the book has ten chapters)
    - The contents of a journal (one journal article, if the journal has ten articles in the whole journal issue)

- One Internet page, one section, or one chapter of an electronic resource from the Library
  - The illustrations available for downloading from the Internet per subject (one illustration, if there are ten illustrations on the subject)
- **You should always acknowledge what you have copied or used by citing the reference (where you obtained the material) at the end of your own work (see How to Avoid Plagiarism).**

## WHAT MAY YOU NOT COPY?

- You **MAY NOT** copy more than is legally permitted.
- You **MAY NOT** make copies for another student, or for the entire class.
- You **MAY NOT** copy an entire book or an entire journal issue.
- You **MAY NOT** scan or translate anything from a book, a journal, the Library's electronic resources, or the Internet into a different format.
- This means you **MAY NOT CUT + PASTE MATERIAL** from an electronic source into work that you claim is your own work.
  - This includes essays, assignments, open book examinations, presentations, case studies, dissertations, theses, or any other course work that you submit as your own work.
- Cutting and pasting constitutes a form of plagiarism.
- This also means you **MAY NOT** copy work or a portfolio written by another student and submitted in a previous year, or in the same year.

## WHAT IS PLAGIARISM?

- According to the Senate of the University of the Witwatersrand, plagiarism is the “failure to acknowledge the ideas or writing of another” or “presentation of the ideas or writing of another as one’s own”<sup>2</sup>.
- Plagiarism covers the intentional and unintentional failure to acknowledge the ideas of others<sup>2</sup>.
- In this context “others” means any other person including a student, academic, professional, published author, or other resource such as the Internet<sup>2</sup>.
- The University believes that failing to acknowledge the use of ideas of others constitutes an important breach of its values<sup>2</sup>.
- In simple words, “plagiarism is the use of another person’s work (words/products/ideas) for personal advantage, without proper acknowledgement of the original work, and with the intention of passing it off as one’s own work”<sup>3</sup>.
- It is important, especially in science and medicine, to acknowledge in your own work previous work done by other people on the same topic.
  - You do this by listing (or citing) the sources of the information from other people that you have used in your list of references (or bibliography) at the end of your own work.
  - You also have to refer to the citation (or reference you have used) by a number in the text, if you are using the Vancouver Style of referencing<sup>4</sup>.
    - This number may be placed in brackets after the text (19), or written in superscript after the text<sup>19</sup>.
    - This number, together with its corresponding reference or citation, then appears in a numerical list of references at the end of your work.
    - The Vancouver Style of referencing is the most commonly used in health sciences publishing, and has been adopted by the International Committee of Medical Journal Editors (ICMJE).
- It is good ethical practice in science and medicine to acknowledge the contributions that others have made to your work.
- **THERE ARE HARSH STUDENT DISCIPLINARY PROCEDURES FOR PLAGIARISM AT WITS!**
  - Plagiarism is treated as a form of misconduct under Rule 18 of the Rules for Student Discipline<sup>5</sup>.
  - You will face a disciplinary enquiry if you are found to have plagiarised someone else’s work<sup>5</sup>.
  - Penalties can range from having your work marked as “failed”; suspension or expulsion from the University; having fines imposed; or being reported to the police for committing a criminal offence<sup>5</sup>.
- **A WITS PROFESSOR HAS BEEN FIRED FOR PLAGIARISM!**<sup>6</sup>

## HOW TO AVOID PLAGIARISM

- **ALWAYS** acknowledge your sources (where you found the information).
  - You do so by citing (referring to) the reference or citation you have used (your source of information).
- **ALWAYS** paraphrase or use your own words.
  - But you still have to cite (or refer to) the reference or citation you have used (your source of information).

- **Example of Paraphrasing and a Reference Using the Vancouver Style:**

**Original text:** "Adolf Meyer, whose theory of psychobiology represented one of the most insightful and important approaches to understanding mental illness in the early 20<sup>th</sup> century, insisted that humans could be understood best through consideration of their activities as experienced on a daily basis and over the life course. During Meyer's era, changes were occurring at an unprecedented pace including increased cultural diversity, social upheavals and technological advances. These, in turn, were associated with emotional, psychological, and behavioral problems. In many ways, the changes wrought in during the early twentieth century parallel the challenges of our current age." (1).

...

**References**

1. Christiansen, C. Adolf Meyer revisited: Connections between lifestyles, resilience and illness. *Journal of Occupational Science* 2007: **14** (2): 63-76.

**Paraphrased text:** In the early 1900s, a theory used to great advantage to understand the mental health of patients was that of psychobiology, propounded by Adolf Meyer. Using psychobiology, people were examined during their day to day activities and throughout their respective lives. The turbulent changes that were experienced at the time when Meyer practised, and which were consequently reflected by the varied problems manifested by his patients, are in many respects similar to the changes occurring in the present era (1).

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**References**

1. Christiansen, C. Adolf Meyer revisited: Connections between lifestyles, resilience and illness. *Journal of Occupational Science* 2007: **14** (2): 63-76.

- **ALWAYS USE QUOTATIONS MARKS OR INVERTED COMMAS** if you can not use your own words.
  - Paraphrasing is generally easier to do if the text is written in a narrative style, as opposed to contents that consist of pure data, or where the text contains much scientific or clinical terminology.
  - If the term is a scientific or medical term that can not be expressed differently
    - for example, you would not normally refer to a *primigravida* as a woman who is pregnant for the first time.
  - But you still have to cite (or refer to) the reference or citation you have used (your source of information).

- **Example of the Use of Quotation Marks (“ ...”) and a Reference Using the Vancouver Style:**

"Reproductive history is an independent predictor of future pregnancy outcome. Primigravidae and women with a history of livebirths have a lower risk of miscarriage in their next pregnancy than women whose most recent pregnancy ended in miscarriage." (1)

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**References**

1. Rai, R., Regan, L. Recurrent miscarriage. *Lancet* 2006 August 12-18; **368** (9536): 601-611.

- **The Same Text Paraphrased and a Reference Using the Vancouver Style:**

A woman's reproductive history can be used to predict the outcome of her future pregnancies. A primigravida, as well as those who have histories of live births, will have a much lower risk of miscarriage than those whose most recent pregnancy ended in a miscarriage (1).

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**References**

1. Rai, R. and Regan, L. Recurrent miscarriage. *Lancet* 2006 August 12-18; **368**(9536): 601-611.

## WHY DO YOU NEED TO LEARN ABOUT PLAGIARISM, COPYRIGHT AND REFERENCE CITATION<sup>5</sup>?

- It allows you to learn the value of producing original work (which you should be doing at a University level).
- It allows you to learn valuable professional skills such as how to conduct ethical research, and how to analyse the material you read (which you need to do in evidence-based practice).
- It demonstrates that you are honest and have integrity.
- It develops your writing and critical thinking skills.
- It shows your lecturers that you have taken the time and effort to research your work.

## REFERENCES USED IN THIS PAMPHLET

1. Merriam-Webster OnLine. Available: <http://www.webster.com/cgi-bin/dictionary?sourceid=Mozilla-search&va=copyright> [Accessed 07.09.2007]
2. University of the Witwatersrand Senate Document S2003/351A. Plagiarism Policy. Available: <http://share.ds.wits.ac.za/DeptRegistrarsIntranetPublished/Plagiarism%20POLICY.doc> [Accessed 07.09.2007]
3. Wikipedia. Available: <http://en.wikipedia.org/wiki/Plagiarism#Definition> [Accessed 16.01.2006]
4. International Committee of Medical Journal Editors. Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication. Updated February 2006. Available: <http://www.icmje.org/>. [Accessed 11.09.2007]
5. University of the Witwatersrand. Senate Teaching and Learning Committee. Working document on plagiarism, adjusted for LLM students.
6. Lanegran, Kim. Fending off a plagiarist. Chronicle of Higher Education, 2 July 2004. Available: <http://chronicle.com/free/v50/i43/43c00101.htm> [Accessed 14.11.2007]

## FURTHER READING

1. University of the Witwatersrand Library. Copyright. Available: <http://www.wits.ac.za/library/services/copyright/> [Accessed 11.09.2007]
2. University of the Witwatersrand Library. Copyright Services Office. Are you copyright correct? Students and copyright. Pamphlet available from: [denise.nicholson@wits.ac.za](mailto:denise.nicholson@wits.ac.za)
3. University of the Witwatersrand Library. Copyright Services Office. Are you copyright correct? Copyright and teaching material. Pamphlet available from: [denise.nicholson@wits.ac.za](mailto:denise.nicholson@wits.ac.za)
4. Plagiarism.org. Available: <http://plagiarism.org/index.html> [Accessed 11.09.2007]
5. Reading and understanding medical texts: paraphrasing exercise. Available: <http://www.onip.ca/article/51/> [Accessed 11.09.2007]
6. Stoerger, Sharon. Clearinghouse for articles, resources, and information about plagiarism. Available: <http://www.web-miner.com/plagiarism> [Accessed 17.09.2007]
7. University of the Witwatersrand. Faculty of Health Sciences. *Style Guide for Theses, Dissertations and Research Reports*. 3<sup>rd</sup> ed. 2000. (Available from WHSL).
8. Indiana University, Bloomington, USA. Writing tutorial services. *Plagiarism: What it is and How to Recognize and Avoid it*. Available: <http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml> [Accessed 11.09.2007]

9. Georgetown University. Honor Council. *What is plagiarism?* Available: <http://gervaseprograms.georgetown.edu/hc/plagiarism.html> [Accessed 11.09.2007]