universität uulm

Citation Etiquette
How to handle the intellectual property of others[1]

This information sheet provides an overview of the most important rules covering intellectual property. The authorship of scientific texts and software code requires that the thought processes, methods, and theories of one author may be deployed by another author only if they are clearly designated as borrowed intellectual property. This also includes the use of technical tools to gather such information.

1 Basic principles

Short passages from another work may be quoted. The quote must be identified and its source cited.

1. **Source citation:** Cite all of your sources fully and verifiably, such that anyone can check them. Follow the scientific citation rules usual for your discipline, together with the special rules for citing electronic sources.
2. **Your own work:** Differentiate clearly between your own work and that of others: always name the author(s) of work which is not your own. This applies to texts, computer codes, tables, graphics and data, even if they come from the World Wide Web.
3. **Word-for-word quotes**: Place borrowed text (both sentences and concepts) in inverted commas.
4. **Analogous quotes (paraphrases):** If you have rendered text in your own words or summarised it, give its source in parentheses.
5. **Secondary sources:** Identify a citation as a secondary source if you have taken it from another author without looking at the original source yourself.
6. **Bibliography:** At the end of your paper list all of the sources and 'intellectual mentors' you have used.
7. **General knowledge:** Anything which may be regarded as general or basic knowledge does not require a source citation. If the basic ideas are taken from another author, e.g. from a textbook, however, the source must be cited.
8. **Artificial Intelligence (AI) tools**: Declare whether you used technology and/or AI tools, which ones, for which purpose, and to which extend.

2 What counts as plagiarism?

Plagiarism is understood as the complete or partial imitation of the work of another author without citing that work's source and author. More explanations here:
www.uni-ulm.de/in/fakultaet/fakultaet/fakultaet-organisation/pruefungsausschuesse/eb-cogsys/plagiarism/

In particular, you may not:

1. use the exact words of or ideas from another author's intellectual property (text, ideas, structure, software code etc.) without citing the source clearly.
2. use text from the internet without citing the 'www' address and the date you accessed it.
3. re-use your own written texts or parts of them in different course papers or performance assessments without explicitly identifying them as such.
4. translate and use a foreign-language text without citing its source.
5. submit work under your own name which has been written for you by someone else (a 'ghost writer') or generative models (i.e., AI) without clear declaration.
6. use an extract from another author's work, paraphrase it and indeed cite the source but somewhere other than in the context of that extract (for example, the (in practice, plagiarised) source is hidden in a footnote at the end of a paper).

3 The consequences of plagiarism

1. In the context of student work, clear plagiarism will lead to the grade 5, indicating the failure of the module.
2. In the context of scientific work, plagiarism will be prosecuted according the guidelines of the University of Ulm (German):
   www.uni-ulm.de/fileadmin/website_uni_ulm/forschung/satzung_vidw_2022.pdf

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[1]Adapted from the 'Notice on dealing with plagiarism' issued on 30 April 2007 by the Teaching Committee of the University of Zurich and the citation etiquette by ETH Zurich

Citation checklist

Use this checklist before submission to check whether you have considered all possibilities of plagiarism.

- ☐ Do you know the citation conventions of your discipline? (If you are unsure, ask your supervisor early on)

- ☐ Have you placed quoted text in inverted commas and named the author(s) and source (with page numbers)?

- ☐ Have you named all of the authors of ideas you have quoted, paraphrased or borrowed?

- ☐ Have you clearly delineated other authors' intellectual property from your own and identified it as such?

- ☐ Have you listed all your sources in the bibliography?

- ☐ Have you referenced all the repositories where you obtained software code, and adopted valid licences?

- ☐ Have you cited and dated all of your internet sources?

- ☐ Have you preferred primary to secondary sources?

- ☐ Have you respected formal criteria?

- ☐ Have you identified the sources of tables/illustrations/images?

- ☐ Have you signed and enclosed the Declaration of Originality?

- ☐ Have you declared all use of AI models and technology?

If you can answer all 12 questions in the positive your written work should pass any electronic plagiarism test, and you may submit it with a clear conscience.