Faculty of Philosophy
Plagiarism

The Faculty of Philosophy takes plagiarism very seriously. In especially serious cases examiners will award a mark of zero for the entire submission. For example, it would be taken very seriously if whole paragraphs of an extended essay or dissertation/MPhil essay or thesis were clearly copied without acknowledgement.

This document supplements the University-wide statement on plagiarism available here:

http://www.admin.cam.ac.uk/univ/plagiarism/

Students looking for advice on plagiarism should consult the University statement in the first instance.
 This document contains two parts: (1.) advice on reference to others' work; (2.) the Philosophy Faculty's policy on the use of Turnitin software.

1. Supplementary information for Philosophy
A reference should be given:
   • when you quote text word for word, *and*
   • when you reword someone else's work.
General knowledge, the kind of thing that you will find in almost any textbook on a topic (e.g. 1066: the date of the Battle of Hastings), need not be referenced. But the distinctive views of particular authors should be properly credited, and any idea or argument should be properly credited when it is derived from someone else's work.

There are various ways to give references, for example in footnotes or using the author-date system. See either the Faculty's guide to "Presentation of extended essays and dissertations": https://www.phil.cam.ac.uk/curr-students/ugrads-exam-folder/pres-ext-essays-diss
Or the Faculty's guide to "Presentation of Graduate Work": https://www.phil.cam.ac.uk/curr-students/graduates/curr-students/graduates/grad-presentation-guide
for guidance on the various systems. Whichever referencing system you use it is important to use it consistently, and to ensure that all necessary information is given including page numbers.

If you are quoting text word for word, you should use inverted commas to indicate which is the quoted text, and give the reference. For example:

 Quine states: "Logic studies the truth conditions that hinge solely on grammatical constructions" (Quine 1980, p. 17).

If you are presenting others' ideas and arguments in your own words without verbatim quotes, you should still indicate the source, but do not use quotation marks. For example:

Murdoch (1970, p.8) criticised existentialists for reducing moral deliberation to shopping.

In extended essays or dissertations, or MPhil essays or theses that are submitted for examination it is essential to use full references.

For Tripos examinations other than extended essays and dissertations candidates are not expected to learn quotations and full references with page numbers, publication dates etc. However, if you do choose to use a quotation in an examination you must place it in quotation marks and provide at least the author's name. Most often examination scripts will paraphrase others' ideas in the candidate's own words, in which case quotation marks and a full reference are not needed but the source's name should be given. The following examples are acceptable standards of referencing in a Tripos examination (other than extended essays or dissertations):

According to Mill, there is "one very simple principle" in *On Liberty.*

In *A Theory of Justice* it can seem as though Rawls has a metaphysical conception of the self, but he explicitly rejects this idea in *Political Liberalism.*

Murdoch criticised existentialists for reducing moral deliberation to shopping.

It is also good scholarly practice to use full references in all **work submitted for supervisions or classes**, and students are advised to take this route. *As a minimum to avoid committing plagiarism* you must use quotation marks for direct quotes and a reference to the author's name for either direct quotes or presenting others' ideas in your own words. Supervisors and logic class tutors/markers who suspect a student of plagiarism may report the matter to the relevant Director of Studies/MPhil Advisor, who may well regard this as 'neglect of studies' and take appropriate disciplinary action.

Unconscious or accidental plagiarism is still plagiarism. Students may commit plagiarism unintentionally by using poor note-taking and essay-writing practice. Make sure that any direct quotes that you copy into your notes are copied with quotation marks and page numbers. That way, when you come to use your notes to write your essay you will see instantly which parts of your notes are quotations and which are your own paraphrases, and will have referencing information to hand. It is also wise to find a way of marking for yourself which parts of your notes paraphrase the reading and which parts are your own thoughts on the reading. One way to do this is to use square brackets for your own thoughts. For example, in your notes you might write:

Mill argues that *On Liberty* is about "one very simple principle" (p.78): the harm principle. The harm principle says that you can only coerce someone if she is harming other people. [But is it really simple? And is it really only one principle?]

It is then easy to see which parts of your notes are quotations (in quotation marks), which parts are your own paraphrases (no quotation marks), and which parts are your own thoughts (in square brackets).

Material from the internet should be referenced just like any other source, by providing a reference to the author, name of the document or webpage, and the URL of the page. However, you should remember that internet material is not subject to the same editing and peer review processes that are applied to academic books and journals, and that internet material is not a substitute for scholarly literature.

2. Faculty policy on the use of Turnitin software

The Faculty uses the anti-plagiarism software Turnitin UK as a tool to aid the detection of plagiarism in work submitted for assessment as part of the Tripos examinations (i.e. assessed essays and dissertations), as well as for work submitted for the MPhil (essays and thesis).

Work submitted for assessment in the Faculty of Philosophy will be routinely passed through Turnitin in the case of extended essays, dissertations, MPhil essays, and MPhil Theses, which must therefore be submitted in the appropriate format i.e. as a Word document.

A note on work written using Latex: Candidates should feel free to submit extended essays and dissertations as Latex pdfs so long as they are also able to submit a version converted into Word. In these cases the Word document would only be used for submission to Turnitin and so any distortion of symbols etc. consequent on the conversion would have no bearing on the mark awarded.

The Chair of Examiners/MPhil Course Director will act as Academic Integrity Officer within the Faculty. This means that he/she will consult with the relevant examiners if there are grounds for suspicion. This review and any consultation will take place AFTER raw marks for extended essays and dissertations or MPhil essays and theses have been confirmed. This is to ensure that academic judgement on submitted work is independent of issues raised by Turnitin. Originality reports will be referred to the examiners responsible for the academic assessment of the work only if there is prima facie evidence of plagiarism or poor academic practice.

Where initial suspicions of plagiarism seem to be confirmed, either by Turnitin or in other ways, the Chair of Examiners/MPhil Course Director is responsible for ensuring that any further deliberations and actions follow the University's Plagiarism Guide. Normal investigatory procedures will apply when Turnitin appears to indicate a possible problem, and such procedures will not disrupt the publication of class lists. The use of Turnitin will not compromise the University's appeals mechanism.

July 2018