**VYTAUTAS MAGNUS UNIVERSITY PROVISIONS
ON PREVENTION OF PLAGIARISM IN STUDENT WRITTEN WORKS[1]**

I. PURPOSE OF THE DOCUMENT

1.1. These provisions have been developed for the community of Vytautas Magnus University (hereinafter - University), aiming at nurturing the culture of academic ethics and ensuring the prevention of plagiarism in students' written works in all cycles. The document aims at providing students and teachers with comprehensive information on plagiarism and its types, and presenting recommendations on how to avoid unintentional plagiarism or plagiarism due to ignorance, as plagiarism is considered to be the breach of academic honesty regardless of the purpose, intention or degree of awareness of the person who committed it.

1.2. Plagiarism is incompatible with moral dispositions of the University community. The principle of academic honesty is named in the University Code of academic ethics as one of the most important principles and values of academic life. Alongside with others, this principle embraces the norm of respect for intellectual propriety and failure to comply with this principle[2] is considered to be a serious breach of academic ethics which is not tolerated, and penalties are applied to the offender (in some cases (in case of copyright violation) even legal punishment).

1.3. The provisions do not provide exhaustive rules on citation and presentation of the cited information sources, which should be provided by every studies providing unit of the University in didactical guidelines on written work preparation and (or) by a separate subject teacher at the beginning of the term in the requirements on written work preparation.

II. IMPORTANCE OF THE DOCUMENT

2.1. Writing a research or other academic written paper we often cite and analyse other authors' ideas, works and performed research; therefore, in one's written work that is being prepared, the text from other sources can be revised, paraphrased, evaluated, cited; the ideas can be discussed - in all cases it is necessary to present references to the used sources[3][4][5]. Although the rules on citation and acknowledgment of the used sources are widely known and students are acquainted with them, there are still cases when the use of someone else's text in one's work intentionally or unintentionally leads to the copyright appropriation problem, i.e. plagiarism. Plagiarism not only trespasses the author's rights, but also degrades the morality of the person who plagiarises, hinders his or her professional and intellectual development as it reveals avoidance or inability to analyse, generalise, build an argument and participate in the academic discussion[4,5].

2.2. The issue of plagiarism is a huge challenge for the academic community all over the world, as in a number of countries (including Lithuania) plagiarism in students' written works is understood more as an object of academic ethics rather than a legal object (although the author's

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[1] This project was prepared in compliance of the provisions of VMU Faculty of Social Sciences, approved in the Board of the FSS on 19 February 2015, Minutes of the Board meeting No. 32. Authors: Rytis Pakrosnis, Jurga Bučaitė-Vilkė, Loreta Gustainienė, Rasa Naujanienė, Aistė Pranckevičienė, Vidmantas Tūtlys. (in Lith.)

[2] VMU Code of Academic Ethics. Retrieved from: http://www.VMU.lt/wp-content/uploads/2011/03/43 .pdf

[3] VMU Social Science Faculty Board meeting minutes No. 4 (22 January 2007). (in Lith.)

[4] Bražienė, N. (2009). Copywright appropriation variants, legal and moral aspects. Works of young researchers, 4 (25) 216-221. (in Lith.)

[5] Nevinskaitė, L., Trumpulytė, S., Jurgutis, M., Štreimikis, A., Stabingis, L., Kučiukas, V. (2008). Feasibility study on ETD document plagiarism detection. Lithuanian Virtual University programme for 2007-2012. Vilnius, 2008. (in Lith.)

rights to the published work are protected by law, i.e. it is forbidden to publish another author's work or part of it as your own); consequently, it lacks unambiguous definition, strict regulations and orders[6,7]. Therefore, it is important for every academic community to agree on the issue of plagiarism, i.e. on its definition and measures taken to identify it and, most importantly, to prevent it from happening.

2.3. It is important to define plagiarism, its identification criteria and measures of prevention, as a student (or a group of students) as any other member of academic community has to be evaluated for his or her accomplished work. After a student (or a group of students) submits a written work or work in any other form, the authorship for this work belongs to him or her, except for those places whose authorship belongs to others and which are marked properly as citations or by providing references to sources.

III.   DEFINITION AND TYPES OF PLAGIARISM

3.1. ***Plagiarism[89]*** is a intentional or unintentional (due to ignorance) submission of published or unpublished work or its parts (except for common knowledge) of another (other) person (people) (words, images, ideas, opinions, discoveries, art creations, music, recordings or computer created work, websites or other electronic resources) as your own or appropriating someone else's work or its parts in any other way as your own, without acknowledging its source / author appropriately.

3.2. ***Common knowledge[19]*** is information which is clear, unambiguous, widespread and matter-of-course in a certain community or context. Often it is even not possible to trace the primary source of such information or the abundance of evidence for such information make the source unimportant. Such information may not have any reference sources. Common knowledge is such information which is known to everyone, for instance, that January has 31 days, Vilnius is the capital of Lithuania, mathematical formula (unless it is necessary or work author has decided to cite the original) and alike. In those cases when the original source of common knowledge is known it is recommended to acknowledge it.

3.3. Most frequent ***forms ofplagiarism[11,12]***:

•   ***Verbatim (word-for-word) plagiarism*** occurs when the whole sentence, an important phrase or paragraph is copied from another author's work without proper reference to the original source in compliance with the requirements applied in different sciences. Consequently, indicating the author of the cited ideas or words, reference is given to the source / author (in biomedicine, physical and technological sciences) or the transferred part of the text is presented as a citation (using quotation marks or alike), indicating the source of the text part and the author. The citation must be used only when it is useful to express the idea, i.e. your work should not be overloaded with verbatim citations.

•   ***Plagiarism by changing a word*** or ***plagiarism by paraphrasing***. If a sentence, phrase or paragraph is borrowed from another author's work and only one or some words are changed [6 7 8 9 10 11 12 *]

[6] Bražienė, N. (2009). Authorship appropriation variants, legal and moral aspects. Works of young researchers, 4 (25) 216-221. (in Lith.)

[7] Šarlauskienė, L. (2012). Best practice of plagiarism prevention at foreign higher education schools. Science study. Aleksandras Stulginskis University, Akademija, 2012. (in Lith.)

[8] Council of Writing Program Administrators, Defining and Avoiding Plagiarism: The WPA Statement on Best Practices. Retrieved from: http://wpacouncil.org/node/9 [Accessed on 3 December 2014].

[9] VMU Social Science Faculty Board meeting minutes No. 4 (22 January 2007). (in Lith.)

[10] Nelms, Gerald. (2003), rev. 2012. Plagiarism Overview: What Research on Plagiarism Tells Us. Retrieved from: http://www.wright.edu/ctl/faculty/resources/PlagiarismOverview.Ddf. [Accessed on 2014-12-02].

[11] Barnbaum, C. (undated). Plagiarism. A Student's Guide to Recognizing It and Avoiding It. Valdosta State University. Retrieved from : USA. httD://ww2.valdosta.edu/~cbambau/Dersonal/teaching_MISC/plagiarism.htm. [Accessed on 2014-12-03].

[12] Nelms, Gerald. (2003), rev. 2012. Plagiarism Overview: What Research on Plagiarism Tells Us. Retrieved from: http^^ww.wright^du/ctl/faculty/respurces/PlagiarismOYerview.ßdf. [Accessed on 2014-12-02].

without indicating the original source, it is also construed as plagiarism. Plagiarism also occurs when the work (or its part) is compiled with paraphrased (having changed one or some words) sentences, paragraphs or their parts taken from other sources without acknowledging the authors and sources. Aiming at preventing this type of plagiarism, it is advisable to generalise other authors' ideas, retell them, interpret them and comment in one's own way (read more in Chapter 6).

• ***Plagiarism of style*** or **source form**. It is repeating another author's thinking and argumentation style while writing one's text, even if sentences or paragraphs are not identical to the primary source.

• ***Plagiarism of metaphors***. While writing a text, metaphors are used to highlight the idea or present an analogy related with emotions or feelings rather than provide a simple description of an object or process. Thus metaphors are an important part of the author's creative work and should not be appropriated (plagiarised). If we use a metaphor which was used by another author, it is necessary to acknowledge the author and the source the metaphor is taken from.

• ***Plagiarism of ideas***. If another author's creative idea or proposed solution to a problem is used in the work, the author of the idea or problem solution must be clearly acknowledged. Sometimes it is difficult to differentiate between the author's idea or solution to a problem and common knowledge. For instance, all final theses written at VMU have the same structure (introduction, theoretical part, methodology, results, conclusions, and etc.); however, it is by no way construed as idea plagiarism, as such a structure of research work is part of common knowledge. Or we all know that human way of life and his habits determine the state of one's health. Such an idea should not be referenced by the author. However, if we intend to present the latest research proving how and to what extent the human way of life and his habits determine his or her health, then we must acknowledge the source.

• ***Plagiarism of secondary sources*** is using a citation, phrase, generalisations or plain text from a secondary source without checking the information presented in the primary source and without acknowledging the secondary source that the primary source citations, phrases, and etc. are taken from.

• ***Plagiarism of authorship*** is submitting another author's work as your own.

IV.   METHODS AND CRITERIA OF PLAGIARISM IDENTIFICATION

4.1. The final theses of Bachelor's and Master's of all faculties are checked using internationally recognised and recommended by the University plagiarism detection software *iThenticate,* which shows the percentage of text coincidence with other sources and highlights not acknowledged places. In case when the checked work raises doubts or is disputable it is checked once more using the plagiarism detection system.

4.2. After the checking procedure or having recognised part of someone else's text in the work and aiming at determining the scope of breach, i.e. if it is really plagiarism or only information that is being repeated (links to sources, a reference list and similar) or a cited text, or maybe common knowledge or a wrong citation - every case of coincidence must be revised and evaluated by experts.

4.3. A possible case of breach of rules and its degree is determined individually with regard to each work, taking into account the conclusions of expert evaluation. In compliance with the world practice the following plagiarism detection criteria are recommended[13,14,15,16]:

[13] Šarlauskienė, L. (2012). Best practice of plagiarism prevention at foreign higher education schools. Science study. Aleksandras Stulginskis University, Akademija, 2012. (in Lith.)

[14]   MRU Senate decision No. 1SN-30   (16 March 2012). Retrieved   from: http://www.mruni.eu/lt/naujienos/detail.php?el=186241#.VGyjFGc2GVE [Accessed on 2014-11-19]. (in Lith.)

[15] Recommendations of VMU FPSD Council on evaluation of written work independent performance and definition of plagiarism concept. (in Lith.)

- the amount of total coincidence with other works identified by the plagiarism detection programme or manually makes up to 10 percent or more of the work, not including cases of coincidence which are not considered to be plagiarism, e.g., a reference list, properly acknowledged links to references, citations, common knowledge, and etc.;
- the amount of coincidence with one separate source, identified by the plagiarism detection programme or manually, makes up to 5 percent or more of the work, not including cases of coincidence which are not considered to be plagiarism, e.g., a reference list, properly acknowledged links to references, citations, common knowledge, and etc.;
- the scope of excerpts of another author's text rewritten verbatim or translated from another language literally, failing to provide references to the source or without acknowledging the source and failing to acknowledge the rewritten text as a citation (e.g., without quotation marks), at least in one place of work, more than 600 characters without spaces;
- the scope of excerpts compiled from another author's (one or some) paraphrased text (with separate words of sentences changed but maintaining the same original content of another author) without indicating the original source), at least in one place of work more than 1200 characters without spaces;
- empirical data (e.g., survey findings, research material) collected by other researchers or research findings/data and similar information formulated in tables, graphs, figures, and etc., prepared by other authors, and presented in the work without acknowledging the source or without obtaining the author's permission (if it is necessary);
- the same or similar (with more than 30 percent of coincidence) work written by the same student (if it is no a part of the continued work) which has already been evaluated in another subject at VMU or another university;
- work which is not prepared by the student himself/herself but has been purchased, downloaded from the internet or received from the third party otherwise.

4.4. If plagiarism is detected, then, in compliance with the propositions of VMU Study Regulations (articles 3.17.9, 4.16.9), a penalty is issued for the author of the plagiarised work.

4.5. The penalty is imposed taking into account several factors[*][17][18][19]:
- percent of coincidence,
- degree of misconduct (if it is improper citing or wrong reference to the source, intentional or unintentional plagiarism),
- other circumstances (e.g., if it is the first instance of misconduct of this kind; location of coincidences, i.e., in which parts of the work they were found, how important they are to the originality, assessment of the work, and etc.).

It is also recommended to consult the student aiming at evaluating how much acquainted with the work content and how much aware of the analysed subject he or she is [18,19]

V.   PLAGIARISM IDENTIFICATION AND RESOLVING PROCEDURES

5.1. The responsibility for plagiarism prevention and monitoring in the faculties is assumed by Plagiarism Prevention Committees appointed by the Faculty Dean. The Committees monitor plagiarism prevention situation in the Faculty, educate and consult the Faculty community on plagiarism prevention issues, provide recommendations on plagiarism prevention assurance and its

University of Pretoria Plagiarism prevention policy. Retrieved from: I http://www.librarv.up.ac.za/plagiarism/Plagiarism%20PreventionPolicv.pdf [Accessed on 2014-11-19].

[17] Šarlauskienė, L. (2012). Best practice of plagiarism prevention at foreign higher education schools. Science study. I Aleksandras Stulginskis University, Akademija, 2012. (in Lith.)

[18] *Ibid.*

[19] Nelms, Gerald. (2003), rev. 2012. Plagiarism Overview: What Research on Plagiarism Tells Us. Retrieved from: http://www.wright.edu/ctl/faculty/resources/PlagiarismOverview.pdf. [Accessed on 2014-12-02].

development as well as update this document, analyse cases of possible plagiarism, having identified plagiarism, propose penalties, keep records of plagiarism cases in the Faculty.

5.2. The written work advisors and reviewers are also active participants of plagiarism monitoring processes and document the suspected possible plagiarism instances or facts in their reviews. The advisor should also note the fact if the student did not consult him/her during the thesis preparation process, as in such a case the work is more likely to be alleged if it was prepared independently.

5.3. The following measures are taken having suspected / determined a plagiarism case in a separate *subject written work*:
• the teacher notifies the student about the suspected / determined plagiarism;
• in compliance with VMU Study Regulation provisions (article 3.13.24), the teacher will write "1" (one) as the final mark for the subject evaluation in the study record book and notify the Faculty Dean, the Office of Academic Affairs and Plagiarism Prevention Committee in written form on the case of plagiarism. The Committee includes the case into the Register of plagiarism cases in the Faculty;
• in case of doubts or disagreement with regard to the identification of plagiarism, the teacher or the student may apply to the Plagiarism Prevention Committee which will analyse the case and make a decision and, consequently, inform the related parties;
• together with written application about the suspected / determined case of plagiarism, the Plagiarism Prevention Committee (hereinafter PPC) is presented with the report of plagiarism detection performed with the help of plagiarism detection system or student's written work, where there are clear indications which places of the work coincide with other works or indications to original sources.

5.4. Having suspected / determined a possible case of plagiarism in students' *course papers or final theses*:
• the person (work advisor, reviewer, department chair or any other member of academic community or an outsider) or final theses Defence Committee notifies the student, Department Chair, Faculty Dean and Plagiarism Prevention Committee about the alleged plagiarism in written form; PPC investigates the case and estimates the degree of violation, makes a decision and informs about it all stakeholders;
• Plagiarism Prevention Committee presents a written notice on the possible case of detected plagiarism together with the report on plagiarism checking, performed by plagiarism detection software, or student work clearly indicating or highlighting the places of coincidence with other works and links to original sources.

5.5. In a problematic case, the Faculty Plagiarism Prevention Committee applies to the VMU Committee of Academic Ethics and transfers it the issue of resolving the allegation.

VI.   RECOMMENDATIONS TO STUDENTS: HOW TO AVOID PLAGIARISM IN WRITTEN WORKS

6.1. References to literature sources and their citations are the main elements of academic writing, as they reveal the real author of the idea or text, allow the interested reader to find the original source, thus provide a possibility to evaluate the originality and quality of the presented work. Therefore, the main universal rule which helps to avoid plagiarism in written works states that for the readers it should to be always clear which ideas or parts of work are the creation of the author himself or herself and which belong to someone else.

6.2. The University library website presents guidelines on acknowledgement and preparation of reference lists (can be accessed at: http://biblioteka.vdu.lt/refworks-paskaita). Here the information about the major citation styles is also presented (can be accessed at:

http://biblioteka.vdu.lt/bibliografines-nuorodos). You can participate in trainings organised by the library or in tutorials provided for employees.

6.3. Students who intend to construct a research text of high quality and avoid plagiarism should follow these *recommendations*:

Plan and prepare your written work carefully and considerately, consult your work advisor regularly.

• Plan your work thoroughly, leave sufficient amount of time and attention to define work parameters. Before starting your work prepare a comprehensive plan, outlining all parameters and the main ideas of the work[20].

• Allow sufficient amount of time and attention to discuss the selected literature sources with your work advisor. During the consultation, thoroughly present the sources and literature you are using, critically discuss the ideas of other authors important for your work, evaluate their importance to achieve the set aim of the paper[21]. If you have any questions or doubts regarding the use of citations or literature sources, always discuss them with your thesis advisor.

• Preparing group work, the responsibility for proper citing and references to literature sources can be shared depending on who prepared which part of the text; however, having accomplished the work all the members of the group are recommended to check citations and a reference list together at least once.

Use information from literature sources properly in you work.

• Proper use of someone else's text in you work is summarising, paraphrasing or citing it and acknowledging the original text source in all cases.

• You must follow the written paper preparation guidelines designed for your Faculty (posted on the websites of your Department).

• While analysing literature, you should search for connections between the ideas presented in different analysed sources and separate information which is important for your work from the one which is of secondary importance. The important ideas should be summarised or paraphrased, acknowledging the sources. In the text it is necessary to argue why other author's ideas are important and how they differ from those of other authors in terms of the aim or objectives of your work[22].

• *Summarising* information from one or several sources, express the main idea(-s) in brief in your own words (using as few of original source words or phrases as possible) and acknowledge the source.

• *Paraphrasing* is telling the ideas of another (other) source(-s) in your own words, i.e., how you understand them, and acknowledging the source. While paraphrasing you must change not only separate discrete words, but change the structure of the text or sentence and its style, adapting it to the style of the work that is being prepared but maintaining the original content (thought). If the idea of the original source is distorted while paraphrasing, it can be construed as presentation of misinformation (lie). The major aim of paraphrasing is to show the relation of the ideas presented in your work with the ideas of other authors. For instance, to reveal how the ideas of other authors support or supplement your arguments[23].

• *Citation* is "a considerably short excerpt of another source presented to prove one's own statements or make them understandable or indicate another author's approach or ideas in original formulation"[24].

[20] Nelms, Gerald. (2003), rev. 2012. Plagiarism Overview: What Research on Plagiarism Tells Us. Retrieved from: httD://www.wright.edu/ctl/faculty/resources/PlagiarismOYerYiew.Ddf. [Accessed on 2014-12-02].

[21] *Ibid.*

[22] Bražienė, N. (2009). Variants of authorship appropriation, legal and moral aspects (Autorystės pasisavinimo variantai, teisiniai ir moraliniai aspektai). Works of young researchers, 4 (25) 216-221.(in Lith.)

[23] Šarlauskienė, L. (2012). Best practice of plagiarism prevention at foreign higher education schools. Scientific study. Aleksandras Stulginskis University, Akademija, 2012. (in Lith.)

[24] Vileita A., 2000, Commentary of Law on author rights and paralel rights of the Lithuanian Republic (Lietuvos Respublikos autorių teisių ir gretutinių teisių įstatymo komentaras). Vilnius: Lietuvos rašytojų sąjungos leidykla (cited

• Each part of the text taken from other sources, with regard to the size, language which it is written in, source type, must be indicated as a citation, e.g., separating it by quotation marks and acknowledging the source[25]. It is not allowed to create the text by connecting other authors' sentences, their excerpts and phrases without inserting quotation marks and without acknowledging the source. On the other hand, in your original written work there should not be many citations (limit yourself only to those citations which are necessary to express the author's ideas precisely, supplementing or enriching your own work), and the author should demonstrate his or her ability to analyse, summarise and paraphrase information[26].

• Acknowledgment of the source at the beginning, in the middle or at the end of the sentence does not allow presenting original (unchanged and not paraphrased) phrases or part of a sentence from this source without indicating them as citations (e.g., without embracing them in quotation marks)[27].

• The cited part of the text must correspond exactly with the part of the text used in the written work as a citation. One cannot cite less of the cited text than he or she actually uses, creating an impression that part of the work is created or paraphrased by the author himself or herself[28].

• The same citation rules and principles apply while citing the text translated from another language as citing texts written in the same language. It is not allowed to use word-for-word translation from the text in another text without quotation marks and without acknowledging the author[29].

• Illustrating one's work with figures, graphs and etc. taken from other sources, it is necessary to indicate their origin (author) by citing[30]. If graphs, schemes taken from other sources are presented interpreting them in one's own way, it is necessary to indicate the primary source, e.g., using the phrase "... prepared according to ...".

• Common knowledge is presented without citations. How to distinguish original ideas from common knowledge (conventionally accepted facts and knowledge which does not have authors)? If this knowledge is presented in at least 5 credible scientific works without any references to authors, they are attributed to common knowledge[31]. If you have doubts with regard to attribution of the information to the common knowledge category, it is always better to indicate the author. Common knowledge status does not provide the right to copy the text which provides this information without following citation requirements[32]. Common knowledge should be interpreted in one's text in one's own way, using one's own words and adapting to the work topic or question under analysis.

Provide references to literature sources correctly and comprehensively.

• It should be clear from the text which authors are referred to. It is particularly important in those cases when one's own arguments are based on claims of several authors taken from different sources[33].

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according to Bražienė, N. (2010). Citation as important premise of scientific communication. Works of young researchers, 1 (26) 150-154. (in Lith.)

[25] Bražienė, N. (2009). Variants of authorship appropriation, legal and moral aspects (Autorystės pasisavinimo variantai, teisiniai ir moraliniai aspektai). Works of young researchers, 4 (25) 216-221.(in Lith.).

[26] Bražienė, N. (2010). Citation as important premise of scientific communication (Citata - svarbi mokslo komunikacijos salyga). Works of young researchers, 1 (26) 150-154. (in Lith.).

[27] Bražienė, N. (2009). Variants of authorship appropriation, legal and moral aspects (Autorystės pasisavinimo variantai, teisiniai ir moraliniai aspektai). Works of young researchers, 4 (25) 216-221.(in Lith.).

[28] *Ibid.*

[29] *Ibid.*

[30] Nelms, Gerald. (2003), rev.2012. Plagiarism Overview: What Research on Plagiarism Tells us. Retrieved from: http://www.wright.edu/ctl/faculty/resources/PlagiarismOverview.pdf. [Accessed on 2014-12-02].

[31] *Ibid.*

[32] Bražienė, N. (2009). Variants of authorship appropriation, legal and moral aspects (Autorystės pasisavinimo variantai, teisiniai ir moraliniai aspektai). Works of young researchers, 4 (25) 216-221 (in Lith.).

[33] Nelms, Gerald. (2003), rev.2012. Plagiarism Overview: What Research on Plagiarism Tells Us. Retrieved from: http://www.wright.edu/ctl/faculty/resources/PlagiarismOverview.pdf. [Accessed on 2014-12-02].

• If there is a slightest doubt if the idea presented in the text has been created by the author himself or herself or taken from the work written by another author, whose work is based on in the text, the source should always be acknowledged[34].

• The material found on the Intern also has its authors; therefore, it must be cited or referenced as a source following all requirements[35]. Internet sources, their quality and reliability must be evaluated critically. One should not use internet sources which have no authors or if the institutions that prepared them are not indicated.

• When secondary sources are cited or referred to (the material from the primary source is paraphrased or used in another way by other authors), it is necessary to clearly determine and indicate if the primary or secondary source idea is used in the work[36]. If only the primary source idea is used, the primary source must be acknowledged. If only the secondary source idea is used (e.g., disputing with the ideas presented in the primary source), reference to the secondary source is indicated. If the work uses ideas from both primary and secondary sources, it is necessary to present references to both sources.

• During the process of literature analysis it is advisable to take comprehensive notes on the used sources, particularly, the page numbers of the cited texts[37].

• When parts of texts from other sources are copied for further analysis, it is always advisable to add indications to sources they are taken from. Such copied text parts should also be marked in various ways (highlighting in different colours, using different fonts, and etc.); later on it is necessary to remember to paraphrase or summarise these ideas or present as citations. This will help to avoid unintentional plagiarism, when the written work contains excerpts from other sources failing to acknowledge them as citations[38].

• The sources presented in the reference list must correspond to all the sources cited in the text. The reference list must contain all the sources which are cited or indicated in the text and, consequently, all the cited, paraphrased or summarised sources in the text must be included in the reference list[39] [40]. Having prepared the written work, it is necessary to check out the reference list to be certain that all presented sources are indicated correctly and thoroughly, and that it is possible to find all the sources using the provided information.

Remember that entering the University (or during the studies) you signed the VMU Academic Honesty Declaration; therefore, you should meet your commitments.

VII.   RECOMMENDATIONS FOR TEACHERS: WHAT CAN HELP TO AVOID PLAGIARISM IN STUDENT WRITTEN WORKS

7.1. Although plagiarism is considered to be a dishonest and unethical behaviour, its causes are multi-layered and not always related to student's value system or intentional dishonest conduct. In this chapter we overview measures how teachers can contribute to plagiarism prevention, reducing the impact of factors which enhance plagiarism:

• **Provide students with information on plagiarism, proper citing, help them develop academic text writing skills.** A considerable part of plagiarism cases are unintentional and are caused by lack of knowledge and skills[40,41,42]; therefore, appropriate student training and assurance

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[34] *Ibid.*

[35] Bražienė, N. (2009). Variants of authorship appropriation, legal and moral aspects (Autorystės pasisavinimo variantai, teisiniai ir moraliniai aspektai). Works of young researchers, 4 (25) 216-221 (in Lith.).

[36] *Ibid.*

[37] Šarlauskienė, L. (2012). Best practice of plagiarism prevention at foreign higher education schools. Science study. Aleksandras Stulginskis University, Akademija, 2012. (in Lith.)

[38] Bražienė, N. (2009). Variants of authorship appropriation, legal and moral aspects (Autorystės pasisavinimo variantai, teisiniai ir moraliniai aspektai). Works of young researchers, 4 (25) 216-221. (in Lith.)

[39] *Ibid.*

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of access to advice on academic text writing issues are some of the major plagiarism prevention measures. Each subject teacher can reduce the number of unintentional plagiarism by providing / reminding students of clear rules how written works should be prepared, how to cite sources, what kind of information is common knowledge and similar issues.

• **Do not tolerate misconduct.** In the society, due to lack of respect for author's ownership plagiarism is often considered to be not a serious breach of rules[41][42][43]. Therefore, it is very important to

create the atmosphere of intolerance to plagiarism in the academic community. Honesty and respect for author's rights should be emphasised from the beginning of studies; these dispositions should be implemented consistently during the whole study process. Teacher's attitude and real conduct are of utmost importance to reach this goal. The teacher has to stress that misconduct will be untolerated in the course and attempt at trying to detect the cases of misconduct, and, having detected, follow the sanctions foreseen in the university documents. Besides, it is very important to explain to students what plagiarism is, why it is a negative phenomenon, how to avoid it and why it is important to comply with the principles of academic honesty, acquaint them with the existing rules of plagiarism identification and possible penalties.

• **Provide opportunity for students to correct themselves.** Writing the work in stages helps to notice manifestations of inappropriate use of information; the teacher can recognise plagiarism or improper use of another author's ideas and provide feedback and recommendations to the student how to cite properly; this can prevent from penalising the student by writing a negative final mark and provide him or her with a possibility to improve. Such training is particularly important working with the first year students who lack experience in writing academic papers.

• **Maintain closer relations with students and encourage them to study the course you teach.** Students plagiarise more rarely if they respect the teacher, value his or her qualification and believe in the value of the study subject[44]. Therefore, one of the means of plagiarism prevention is higher teacher investment into discussions on the importance of the set assignments, on benefits of accomplishing them and explanation of the expected study outcomes. Plagiarism is sometimes enhanced by the myths shared by the students that teachers do not read their submitted assignments. Thus, feedback which shows how thoroughly the student's work has been examined and evaluated is another important factor of plagiarism prevention.

• **Help students to structure their work and plan the time.** The probability of plagiarism can be reduced by teacher's help to structure and plan semester activities, assigning such tasks which are difficult to plagiarise. The assignments should be changed each semester aiming at setting more creative tasks which require analysis and synthesis, assigning tasks which are prepared in parts and which are consistently evaluated throughout the semester[45].

• **Avoid misconduct themselves.** Presenting the material for students (printed or electronic or posted in virtual environment) acknowledge authorship, used sources / authors, cite properly. Be the example to be followed.

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