PLAGIARISM POLICY

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OBJECTIVE

The purpose of this document is to lay down a positively oriented set of policy statements and guidelines for maintaining integrity and ensuring ethical practices in research. Not only does the ethical conduct of scientific research satisfy a scientific moral code; it also leads to better scientific results because the adherence to ethical research practices leads to more attention to the details of scientific research, including qualitative analysis and quantitative & statistical techniques, and to more thoughtful collaboration among investigators. Also, the credibility of science with the general public depends on the maintenance of the highest ethical standards in research. Adherence to this policy will help an investigator to avoid departure from accepted ethical research practice and prevent deviations that constitute research misconduct.

MATTERS OF ETHICAL CONCERN IN RESEARCH

PLAGIARISM

Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. It is an act of copying or reproducing it without acknowledging the source and as such it is a form of academic misconduct that undermines public trust in the quality and integrity of academic and/or research output. Plagiarism, whether deliberate or through negligence or ignorance, is a serious violation of conduct in any environment that values integrity, respect and fairness.

Authors who present the words, data, or ideas of others with the implication that they are their own, without attribution in a form appropriate for the medium of presentation, are committing theft of intellectual property and may be guilty of plagiarism and thus of research misconduct This applies to reviews and to methodological and background/historical sections of research papers as well as to original research results or interpretations.

An author should cite the work of others even if he or she had been a co-author or editor of the work to be cited or had been an advisor or student of the author of such work.

The work of others should be cited or credited, whether published or unpublished and whether it had been written work or an oral presentation, or material on a website. Each journal or publisher may specify the particular form of appropriate citation.

Not only does plagiarism violate the standard code of conduct governing all researchers, but in many cases it could constitute an infraction of the law by infringing on a copyright held by the original author or publisher.

To ensure the same Plagiarism checking software should be used and plagiarism to be checked as per the UGC Guidelines

A. Intellectual Property Rights

Intellectual property (IP) means knowledge and creations arising from intellectual activity and Intellectual property rights (IPR) means the exclusive rights for a prescribed time and within a prescribed region to control how the IP may be used and what others may do with it. Intellectual property includes copyright, patents, designs, trademarks, etc.

Issues of intellectual property may arise in research in different ways:

- An input to research - IP may take the form of others' ideas, creations, teaching materials, proprietary business practices and indigenous or other cultural knowledge;
- An object of research – IP may take the form of others' ideas, creations, teaching materials, proprietary business practices and indigenous or other cultural knowledge;
- An output of research- Types of IP that occur as research outputs are likely to include authorship, compositions, models, copyright, inventions, patents and other pieces of professional work.

To respect intellectual property in research the following steps are necessary:

- Appropriate referencing and acknowledging sources of IP inputs.
- To the greatest extent possible, parties to the research should document consent regarding how IP may be used, how it will be safeguarded and who owns it. This applies in particular to IP as research objects including:
- Proprietary knowledge: It is knowledge that has potential for commercial advantage.
- Confidential knowledge: It is valuable or sensitive information which a reasonable person would regard as confidential.

- Cultural knowledge: It is "insider" knowledge that is known only by people within a particular culture or by people who have learned about the culture through some kind of interaction with it.

Appropriate recognition of contributions to the research output such as publications, artefacts or commercially valuable items. Ownership rights to research outputs should be agreed before the research begins. It is recommended that a written agreement be developed, particularly in cases between scholars and their supervisor(s).

B. Misuse of privileged information

A serious form of plagiarism is the misuse of privileged information taken from a grant application or manuscript received from a funding agency or journal editor for peer review. This form of plagiarism is a serious matter of theft of intellectual property because it not only deprives the original author of appropriate credit by citation but could also pre-empt priority of first publication or use of the original idea to which the source author is entitled. One who breaches confidentiality by showing a privileged unpublished document to an unauthorized person may be held to a shared responsibility for any subsequent plagiarism of the document committed by that unauthorized person.

RESEARCH DATA

a. Integrity of Data

Fabrication and falsification of research results are serious forms of misconduct. It is a primary responsibility of a researcher to avoid either a false statement or an omission that distorts the research record. A researcher must not report anticipated research results that had not yet been observed at the time of submission of the report. In order to preserve accurate documentation of observed facts with which later reports or conclusions can be compared, every researcher has an obligation to maintain a clear and complete record of data acquired. The intentional destruction of research records or the failure to maintain and produce research records supporting a questioned research publication or report may be considered to be circumstantial evidence of research misconduct.

To prevent this, all data should be recorded contemporaneously with the production or observation of the data. If some data are obtained as printouts from instruments or computers, these printouts should be stored securely and the storage location properly referenced. If unique

critical materials, such as cell lines, archaeological artefacts,or synthetic chemical intermediates, are prepared or discovered, they should be preserved and appropriately labelled, and explicit instructions recorded as to where they are stored. Extensive data sets may be stored electronically. Researchers shall establish processes to organize, store and protect electronic data that is generated in the process of research. It is essential to ensure that such data are formatted in such a manner that they cannot be modified or overwritten.

While conducting research in social sciences and in some clinical biomedical fields the protection of human subjects requires that data be used, stored, and disclosed in a way that ensures the privacy of individual research subjects. However, to ensure accuracy of data, the primary data - clinical or laboratory records, questionnaires, tapes of interviews, and field notes - should be coded and archived so that they are available for review if required.

b. Use and Misuse of Data

Research integrity requires not only that reported conclusions are based on accurately recorded data or observations but that all relevant observations are reported. It is considered a breach of research integrity to fail to report data that contradict or fail to support the reported conclusions, including the purposeful withholding of information about confounding factors. If some data are disregarded for a stated reason, the reason should be stated in the published accounts. A large background of negative results, if any, must be reported

Special care must be taken in the use of photo-images not to misrepresent the underlying data. When using imaging- processing software, like Adobe Photoshop, for example, in preparing a blot for viewing, it is improper to add or delete a band, to differentially adjust the intensity of one or more bands, to label an image from one experiment as representing a different experiment, to splice lanes without using a line indicating the deletion, or to juxtapose pieces from different gels onto a single image.

c. Ownership of and Access to Data

Research data obtained in studies performed at the Kalinga University and/or by the employees of the University are not the property of the researcher who generated or observed them or even of the principal investigator of the research group. They belong to the Kalinga University, which can be held accountable for the integrity of the data even if the researchers have left the University. Reasonable access to data, however, shall not be denied to any member of the research group in which the data were collected. If there is any possibility that a copyright or

patent application might emerge from the group project, a written agreement within the group should specify the rights, if any, of each member of the group to the intellectual property. A researcher who has made a finding which may be patentable should file an Invention Disclosure with the Department of Research

A principal investigator who leaves the University is entitled to make a copy of data to take to another institution so as to be able to continue the research or, in some cases, to take the original data, with a written agreement to make them available to the University on request within a stated time period. A formal Agreement on Disposition of Research Data should be made in such cases through the Department of Research. Each student, postdoctoral fellow, or other investigator in a group project should come to an understanding with the research department, preferably in writing, about which parts of the project he or she might continue to explore after leaving the research group. Such an understanding should specify the extent to which a copy of research data may be taken.

For unique materials prepared in the course of the research, such as intermediates in a chemical synthesis, cell lines, and reagents, items that can be proportioned should be divided among members of a research group at different locations under negotiated terms of material transfer agreements. For non-divisible items, the allocation of the item should be clearly stipulated in the agreement. The Department of Research facilitates the execution of such agreements.

In the interest of advancement of knowledge, every investigator has an obligation to the general academic community share data. Sharing data also facilitates independent confirmation or refutation of reported outcomes. It is generally accepted that the data underlying a research publication should be made available to other responsible investigators upon request after the research results have been published or accepted for publication. A researcher who has access to a unique set of experimental or observational data has an obligation either to publish research results within a reasonable time or to make the data available to others who will be able to do so.

D. Storage and Retention of Data

Data should be stored securely for at least five years after completion of the project, submission of the final report to a sponsoring agency, or publication of the research, whichever comes last. Some agencies that sponsor research may specify a longer period for which data must be

retained. In the absence of a specific agency regulation, a conservative rule is to retain data for as long as there is still scientific interest in the details of the research

AUTHORSHIP AND OTHER PUBLICATION ISSUE

Publication of research results is important as a means of communication to the scholarly world so that readers may be informed of research results and other researchers may build on the reported findings. In fact, it is an ethical obligation for an investigator at the University to make research findings accessible, in a manner consistent with the relevant standards of publication. The reported data and methods should be sufficiently detailed so that other researchers could attempt to replicate the results. Publication should be timely but should not be hastened unduly if premature publication involves a risk of not subjecting all results to adequate internal confirmation or of not considering adequately all possible interpretations.

a. CRITERIA FOR AUTHORSHIP

Publication must give appropriate credit to all authors for their roles in the research. If more than one person contributes significantly, the decision of which names are to be listed as co-authors should reject the relative contributions of various participants in the research. It is necessary that each author should have participated in formulating the research problem, interpreting the results, and writing the research paper, and should be prepared to defend the publication against criticisms. A person's name should not be listed as author without his or her knowledge, permission, and review of the final version of the manuscript that includes the names of all co-authors.

A person whose contribution merits co-authorship should be named even in oral presentations, especially when abstracts or transactions of the proceedings of a conference at which a paper is presented will be published. The entitlement to author-ship should be the same whether or not a person is still at the original location of the research when a paper is submitted for publication.

To avoid misunderstandings and recriminations, the inclusion and exclusion of names of research participants as co-authors should be made clear to all participants in the research project prior to submission of the manuscript.

b. ORDER OF AUTHORS

It is important that all co-authors understand the basis for assigning an order of names and agree in advance to the assignments. A corresponding, or senior author (usually the first or last of the listed names in a multi-authored manuscript) should be designated for every paper, who will be responsible for communicating with the publisher or editor, for informing all co-authors of the status of review and publication, and for ensuring that all listed authors have approved the submitted version of the manuscript.

c. SELF-CITATIONS

In citing one's own unpublished work, an author must be careful not to imply an unwarranted status of a manuscript. A paper should not be listed as submitted, in anticipation of expected submission. A paper should not be listed as accepted for publication or in press unless the author has received galley proof or page proof or has received a letter from an editor or publisher stating that publication has been approved.

d. DUPLICATE PUBLICATION

Researchers should not publish the same article in two different places without very good reason to do so, unless appropriate citation is made in the later publication to the earlier one, and unless the editor is explicitly informed. The same rule applies to abstracts. If there is unexplained duplication of publication without citation, sometimes referred to as self-plagiarism, a reader may be deceived as to the amount of original research data.

An author should not divide a research paper that is a self-contained integral whole into a number of smaller papers merely for the sake of expanding the number of items in the author's bibliography

Publication of two papers representing different interpretations of the same data by different participants in the research is confusing to readers. The participants with differing interpretations of the same data should attempt to reconcile their differences in a single publication or present their alternative interpretations in the same paper.

e. EARLY RELEASE OF INFORMATION ABOUT TO BE PUBLISHED

It is unethical to release to the media scientific information contained in an accepted manuscript prior to the publication. An exception may be made if a public health issue is involved and the editor agrees to an advance release.

INTERFERENCE

Not only withholding of data but intentional removal of, interference with, or damage to any research related property, including instruments and other equipment, is improper and could be classified as research misconduct.