

ANTI-PLAGIARISM CHARTER

or "how to properly cite others' research"

Preamble

In order to ensure the quality of the degrees it awards, the authenticity of its pedagogical material and scientific publications, as well as to uphold authors' intellectual property rights, *Burgundy School of Business (BSB)* is committed to fight against plagiarism.

The present charter provides each *BSB* student with the necessary information concerning the anti-plagiarism policy and the risks incurred in the event of plagiarism in both personal and group work. In signing this charter you recognise having been informed of these risks and you undertake to comply with the Intellectual Property Code.

Definition of plagiarism

In accordance with the Intellectual Property Code, plagiarism is defined as the "complete or partial representation or reproduction of a work without the author's consent."

As such, "plagiarism occurs when a student presents work in which his/her own thought cannot be separated from that of the author's. This happens when a student does not cite a consecutive group of words, a paraphrase or a translation, of a copied extract."

(Source: Anti-plagiarism charter– Sciences Po, school education rules of IEP Paris: Article 12 – intellectual honesty).

Examples of plagiarism

- Passing off all or part of a written, audio or video work as your own without any reference to the author
- Recycling previously marked personal work without the agreement of the professor
- Recycling group work without mentioning the authors' names
- Translating all or part of a foreign language text without referencing
- Paraphrasing others' ideas without referencing
- Inserting images, graphs, data, etc. from outside sources without referring to them
- Citing correctly but far too much
- Buying work on the Internet or from a third-party

See: <http://referencesbibliographiques.insa-lyon.fr/>

Quoting written, audio and video work without plagiarising

There are five possibilities:

Situation 1	Rule	Example
<u>Direct citations</u> Copying an author's work word for word	Put the words in brackets, add the author's name and the page number of the extract(s).	Similar to other organisations, trade unions develop strategies that can be defined "as the whole of behaviour by which an organisation makes its place in an environment over time". (Mintzberg, 1978, p.941).

Situation 2	Rule	Example
<u>Indirect citations</u> Copying an author who has cited another author (original author)	Refer to the source of the citation, as well as the original source. Complete with <i>[quoted by]</i>	For Davis (1979, quoted by Baker et Kennedy, 1994, p.169), nostalgia could help subjects maintain their identity when facing major transitions in each stage of their lives.

Situation 3	Rule	Example
<u>Citation with translation</u> Copying an author's words by translating them	Put the translation in brackets in the body of the text, add the author's name and the page number of the extract(s). Finish by adding <i>[our translation]</i> Add a footnote to refer to the original words.	- Basu and Palazzo (2008, p.124) suggest the definition of CSR as being "le processus par lequel les managers au sein d'une organisation, réfléchissent (à) et discutent des relations avec les parties prenantes ..." <i>[our translation]</i> . Footnote: "the process by which managers within an organization think about and discuss relationships with stakeholders ..." (Basu and Palazzo 2008, p.124)

Situation 4	Rule	Example
<u>Self-referencing:</u> Copying all or part of your own work	Refer to the first work you have done.	- MEMO done in May 2017 - Work done within the framework of the Current Events in Economics and Finance module.

Situation 5	Rule	Example
<u>Paraphrasing:</u> Copying an author's idea and paraphrasing his/her words	Add the author's name in the arguments.	- Tajfel (1981), when referring to discrimination, highlights three fundamental processes: social categorization, social identity and intergroup comparison. - Social categorization, social identity and intergroup comparison are three fundamental processes that can be highlighted when analyzing discrimination (Tajfel, 1981).

Bibliographies

Source	Basic format	Example
Academic articles	Author's/authors' surname(s) and first name initial(s). Title of the article. <i>Title of the periodical</i> , volume, pages numbers.	Jensen, M. C. (2001). Value maximization, stakeholder theory, and the corporate objective function. <i>Journal of Applied Corporate Finance</i> , 14(3), 8-21.
Books	Author's/authors' surname(s) and first name initial(s). (year). <i>Title of book</i> . (edition, volume). Place of publishing: Publisher.	Mintzberg, H. (1973). <i>The Nature of Managerial Work</i> . New York: Harper Collins.
Chapters from a book	Author's/authors' surname(s) and first name initial(s). (year). Title of the chapter. In A. Director (eds), <i>Title of the book</i> (edition, volume, pages). Place of publishing: Publisher.	Boxall, P. (2008). Trade union strategy. In N. Bacon, P. Blyton, J. Fiorito, and E. Heery (eds.), <i>Sage Handbook of Employment and Industrial Relations</i> (pp.209-24). London: Sage.
Dissertation or thesis (electronic, on the Internet)	Author's surname. (year). <i>Title of document</i> Master dissertation or PhD thesis, University. URL	Coëdel D. (2013). The trials of responsibility: large retailer personnel in the era of responsibility. PhD thesis in Management sciences, Université Paris-Est.
Conference or congress paper (basic)	Author's surname and first name initial (year, month). Title of the paper. Paper given at Name of congress or conference, Place.	Ashta, A. (2019) Extending the Realistic Theory of Social Entrepreneurship: A life cycle approach grounded in microfinance research. International Conference on 'Business Models and Social Entrepreneurship', 16-18 janvier 2019, Mumbai, Inde.
Lecture notes (paper and electronic)	Professor's surname and first name initial. (year). Title of lecture [PowerPoint Presentation] : URL	
Periodicals	Author's/authors' surname(s) and first name initial(s) (year, date of publication). Title of article. <i>Periodical</i> , pages.	Ferreras I. (2018, 19 avril), Les salariés aspirent à un choc de compétitivité démocratique, <i>Le Monde</i> .
Internet articles	Author's/authors' surname(s) and first name initial(s). <i>Title of document</i> . Retrieved from, consulted on.	Lapchick, R. E., Augusta, R., KinKopf, N. & McPhee, F. (2013). <i>The 2012 Racial and Gender Report Card: National Basket-ball Association</i> . Retrieved from http://www.tidesport.org/RGRC/2012/2012_College_RGRC consulted 03/05/2017.
PDF document or report from the Internet (independent)	Author's/authors' surname(s) and first name initial(s). (year). <i>Title of document</i> . URL	Benhamou S., Diaye M.-A. (2016). <i>Responsabilité sociale des entreprises et compétitivité - Évaluation et approche stratégique</i> . France Stratégie, http://www.strategie.gouv.fr/publications/responsabilite-sociale-entreprises-competitivite
Decree or law	Author. Title. Official government register, n° of register, date of publication, number of pages.	Ministère de l'écologie et du développement durable. Décret n°2003-832 du 26 août 2003 modifiant le décret n°98-1262 du 29 décembre 1998 portant statut des personnels de l'Office national de la chasse et de la faune sauvage. <i>Journal officiel</i> , n°201 du 31 août 2003, pp. 14907-14910.

Blog entry	Author's/authors' surname(s) and first name initial(s). (year, date). Title of entry. URL	Lavoix C. (2013, 30 mars), La multinationale, l'entreprise familiale et le plan social. http://camillelavoix.blog.lemonde.fr/
On-line video (independent)	Author's/authors' surname(s) and first name initial(s). [Pseudonym, if available]. (year, date). <i>Title of video</i> URL	Mediatico. Investissement, PEA, épargne : 2018, année charnière pour la finance responsable ? https://www.dailymotion.com/78e784b1-1848-4884-819f-fa1d2693d995

According to APA (American Psychological Association) citation standards