

CODE OF CONDUCT FORM

*As adapted from
The Rutgers University Academic Integrity Policy,
effective June 2, 2020*

INTRODUCTION

The Rutgers Undergraduate Research Journal (RURJ) Code of Conduct presents guidelines and rules pertaining to academic integrity as applicable to writing and handling scholarly work. Authors submitting their research papers to RURJ must adhere to the RURJ Code of Conduct in their work. If a suspected breach of the Code of Conduct is reported to or discovered by the journal, RURJ will launch an investigation in order to determine the extent of the violation.

The Code of Conduct is intended to be applied in the following ways:

- To understand the nature of plagiarism
- To evaluate whether a particular act constitutes plagiarism
- To avoid committing plagiarism
- To determine the severity of an instance of plagiarism

PRINCIPLES OF ACADEMIC INTEGRITY

The principles of academic integrity require that an author

1. properly acknowledge and cite all use of the ideas, results, or words of others.
 - 1.1. Do not use others' published or unpublished writings, information, ideas, concepts, or data without the explicit written permission of the author.
 - 1.2. Do not make misrepresentations to RURJ about the originality of papers you submit to them.
2. properly acknowledge all contributors to a given piece of work.
 - 2.1. Acknowledge the substantive contributions of all research participants, whether they are other undergraduate students, graduate or PhD students, post-doctorates, and/or principal investigators.
3. obtain all data or results by ethical means and from permissible sources and collaborations, and report them accurately without suppressing any results or data inconsistent with his or her interpretation or conclusions.
4. uphold the canons of the ethical or professional code of the profession for which he or she is preparing.

TYPES OF VIOLATIONS

1. *Plagiarism*: Plagiarism is the use of another person's words, ideas, or results without giving that person appropriate credit. To avoid plagiarism, every direct quotation must be identified by quotation marks or appropriate indentation, and both direct quotation and paraphrasing must be cited properly according to the accepted format for the particular discipline. Some common examples of plagiarism are:
 - 1.1. Copying word for word (i.e. quoting directly) from an oral, printed, or electronic source without proper attribution.
 - 1.2. Paraphrasing without proper attribution, i.e., presenting in one's own words another person's written words or ideas as if they were one's own.
 - 1.3. Submitting a purchased or downloaded term paper or other materials to satisfy a course requirement.
 - 1.4. Incorporating into one's work graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other nontextual material from other sources without proper attribution.
2. *Fabrication*: Fabrication is the invention or falsification of sources, citations, data, or results, and recording or reporting them in any academic exercise. Some examples are:
 - 2.1. Citing a source that does not exist.
 - 2.2. Making up or falsifying evidence or data or other source materials.
 - 2.3. Falsifying research papers or reports by selectively omitting or altering data that do not support one's conclusions or claimed experimental precision.
3. *Violation of Research or Professional Ethics*: This category pertains to both violations of the code of ethics specific to a particular profession and violations of more generally applicable ethical requirements for the acquisition, analysis, and reporting of research data and the preparation and submission of scholarly work for publication. Some examples are:
 - 3.1. Violating a canon of the ethical or professional code of the profession for which a student is preparing.
 - 3.2. Using unethical or improper means of acquiring, analyzing, or reporting data in research.
 - 3.3. Misuse of grant or institutional funds.
 - 3.4. Violating professional ethics in performing one's duties as a Teaching Assistant or Graduate Assistant.

LEVELS OF VIOLATIONS

Any violation of academic integrity is a serious offense and is therefore subject to appropriate sanctions. Academic integrity violations at Rutgers University are classified into two levels: nonseparable and separable. Whether a given violation is classified as nonseparable or separable depends on a number of factors including the nature and importance of the academic exercise; the degree of premeditation or planning; the extent to which originality is claimed in the author's work; the extent of dishonest or malicious intent; the academic experience of the student; and whether the violation is a first-time or repeat offense.

1. NONSEPARABLE VIOLATIONS occur due to inexperience or lack of understanding of the principles of academic integrity; they are characterized by a relatively low degree of premeditation or planning and the absence of malicious intent on the part of the author committing the violation; these include but are not limited to first-time offenses in the following:

- 1.1. Improper citation without dishonest intent.

- 1.2. Citing a source that does not exist or that one hasn't read.

First offenses of nonseparable violations will not be perceived or represented as misconduct that warrants harsh disciplinary measures such as removal of the paper from RURJ. Several consecutive non-separable violations, however, may be treated as a separable violation, which will be subject to harsh disciplinary sanctions.

2. SEPARABLE VIOLATIONS are serious violations of academic integrity often characterized by substantial premeditation or planning and clearly dishonest or malicious intent on the part of the author committing the violation. These violations are harmful to the sanctity of this journal and constitute a serious breach of this Code. Examples of separable violations include but are not limited to offenses in the following:

- 2.1. Failure to revise a nonseparable violation.

- 2.2. Substantial plagiarism.

- 2.3. Making up or falsifying evidence or data or other source materials, including falsification by selectively omitting or altering data that do not support one's claims or conclusions.

- 2.4. Facilitating dishonesty.

- 2.5. Knowingly violating research or professional ethics.

- 2.6. Any violation involving potentially criminal activity.

Such violations will be taken action upon by RURJ and potentially Rutgers University. The necessary action might include but are not limited to:

- Dismissal of the paper from the journal.
- Dismissal from a departmental or school honors program.
- Denial of access to internships or research programs.
- Loss of appointment to academically-based positions.
- Loss of departmental endorsements for internal and external fellowship support and employment opportunities.
- Removal of fellowship or assistantship support.
- Suspension for one or more semesters.
- Permanent expulsion from the University with a permanent notation of disciplinary expulsion on the student's transcript.

If accused of violating the offences stated above the author has the right to:

1. Either challenge or accept the accusation.
 - a. If the accusation is accepted, then the author will be subject to the appropriate disciplinary actions.
2. If the author challenges the accusation, the author must provide evidence in order to dispel the accusation.
3. Consult faculty members and/or campus advisors.

GUIDANCE ON HOW TO AVOID PLAGIARISM

1. Keep the documentation and data necessary to validate your original authorship for each scholarly work with which you are connected.
2. Do not republish old ideas of your own as if they were a new intellectual contribution.
3. Settle data set ownership issues before data compilation.
4. Consult appropriate organizations if in doubt.
5. Consult your research advisors regarding citations and any other issues before submitting your papers if in doubt.

By signing this form, the author certifies that they have read the material above, and that they have accepted the standards of academic integrity. By signing the author also indicates that RURJ has the right to take appropriate action if the author is found to be in violation of the rules stated.

Date:

Sign:

Name:

Acknowledgement of Copyright Policy:

FOR UNDERGRADUATE STUDENTS: By signing this agreement the Author(s) agrees to the terms specified above and vouches for the authenticity and originality of all research submitted in their paper.

Author's Name (PRINT) _____

Signature _____ Date _____

FOR MENTORS/FACULTY SPONSORS (IF APPLICABLE): By signing this agreement, you certify that you have advised or supervised the above-named student(s) in conducting original research, and that, to the best of your knowledge, the student(s) have followed the accepted standards of academic honesty and ethics. By signing you also indicate that you have read the submission and endorse its publication in the Rutgers Undergraduate Research Journal.

Mentor's Name (PRINT) _____

Signature _____ Date _____

**Rutgers Undergraduate Research Journal
Consent Form**

The Rutgers Undergraduate Research Journal (RURJ) is a platform for Rutgers undergraduate students to publish their own research work. Sponsored by the Aresty Research Center, the purpose of this journal is to showcase the plethora of undergraduate research being conducted here at Rutgers University.

Submission of research work does not guarantee automatic publication to the journal. Authors must demonstrate a willingness to implement suggested recommendations and revisions of peer and faculty reviewers to be considered for publication. Authors must also adhere to the RURJ guidelines posted on the Rutgers Aresty page.

By signing below, you are giving us non-exclusive and open rights to potentially publish your research work to our journal (based on reviews) as per an attribution, non-commercial, and share-alike Creative Commons license. You are also acknowledging that you have read and adhered to our submission guidelines.

If you have any questions, please email rurj.aresty@gmail.com.

Author's Name (PRINT) _____ **Author's Signature**_____

PI/Mentor's Name (If Applicable) _____

PI/Mentor's Signature (If Applicable)_____

Date _____