INSTRUCTIONS
PREVENTION TECHNICAL

PLAGIARISM
UNIVERSITAS PENDIDIKAN INDONESIA

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TECHNICAL INSTRUCTIONS FOR PREVENTION OF PLAGIATES, INDONESIAN EDUCATION UNIVERSITY

PRELIMINARY

In human life, there is no independent knowledge. What we know and what we make today is more or less influenced by the knowledge, thoughts or opinions of other people who are constructed collectively in society. The same thing happens in academia. : no text or scientific work that is purely the work of a person. Every scientific work whether in the form of a research report, book, or essay is always influenced by what has been thought, written or conveyed by other people.

A intellectual person is always required to uphold scientific values such as being thorough, careful, honest, and respecting the thoughts, opinions, efforts and sacrifices of other people. Thus, every thought, opinion, or idea of a Jain person that influences or is used to strengthen our opinion, we must always reward us by stating the source accurately, accurately and adequately in accordance with applicable regulations. If ha! that cannot be done, we will include committing acts of forgery, deception, copycat, or even robbery of thoughts, ideas, or other people's work. Such acts can be categorized as acts of plagiarism which some legal experts categorize as criminal acts.

In our academic environment, plagiarism is still considered something foreign to both lecturers and students. Maybe we have never neglected the act of plagiarism that we are not aware of, or we don't think of it as plagiarism because the Jains also commit ha! the same and there is no social sanction or legal sanction for that. One of the ways to avoid jeb, plagia_t fish is to understand what plagiarism is and know how to avoid it. From the panaang guidelines, technical guidelines for plagiarism prevention are prepared and presented to us all.

OBJECTIVE

These technical guidelines are prepared with the following objectives:
1) Provide insight and information about actions that can be categorized as plagiarism
2) Give instructions on how to avoid plagiarism.
3) Make it easier for the UPI academic community in compiling scientific works.
4) Improve the quality of scientific work produced by students and lecturers.

GOAL

This technical guide is intended for:
1) Students
2) Lecturer
3) The wider community

DEFINITION OF PLAGIATE

Before we talk further about plagiarism, it is better if we first identify what is meant by plagiarism. In the literature there are various definitions of plagiarism, but definite) which is given by the Minister of National Education Regulation No. 17 of 2010, Article t. Paragraph 1 regarding the prevention of plagiarism is representative enough to be used as a guideline. The Permendiknas states that what is meant by plagiarism is, "an act intentionally or unintentionally in obtaining or trying to obtain credit or value for an ihriiah work, by quoting part or all of the works and / or scientific works of others, without stating the exact source and adequate "(Permendiknas No. 17/2010, Article 1 Paragraph 1).

TYPES OF PLAGIATES

The types of plagiarism have also been identified in various ways. Three sources below are representative enough to identify further what plagiarism is. The University of Arizona Page (http: /http://www.u.arizona.edu/~rlo/482/plagiarism.pdf) identifies three types of action. plagiarism, namely:

1) use the exact words of another person without affixing quotation marks and their references.
2) using other people's words, but changing some of them or rearranging them even though the source is stated.
3) summarize or paraphrase the words of others without include references.

Meanwhile, Barnbaum (n.d) from Valdosta State University, classifies plagiarism into five types, namely:

1) "Copy-paste", in the sense of taking other people's sentences or phrases without using quotes and without mentioning the source.
2) "Word-switch" takes someone else's sentence or phrase by changing the sentence structure or vocabulary.
3) "Stylee" in the sense of following the source article verbatim · and sentence by sentence.
4) "Metaphor", in the sense of using other people's metaphors without stating the source.
5) "Ideas", in the sense of taking ideas, thoughts or opinion of others without mentioning the source. Ireton (n.d) sees plagiarism from a different perspective. The scholar classified plagiarism into; 1) word plagiarism, that is, using other people's words exactly without mentioning the source, 2) structural plagiarism. namely using Jain words by changing sentence construction, choice of words even by providing references, 3) plagiarism of ideas, namely presenting other people's ideas in their own language without mentioning the source, 4) plagiarism of authorship, which is collecting replicas or imitations of other people's work or collect articles obtained from the Internet or from friends. and 5) autoplagiat, which is using the same assignment for two different subjects or taking your own thoughts that have been stated in a published manuscript without mentioning the source.

REASONS FOR DOING THE PLAGIAT

There are many reasons why plagiarism occurs. From these various opinions, Insley (2011 p. 185) provides a more concrete explanation. According to the scholar, plagiarism occurs mostly because of the perpetrators:

1) do not know what is meant by quotations and paraphrases and how to quote · correctly.
2) delay the task until the last second,
3) assume that plagiarism is the fastest way to complete the tasks,
4) feel confident that other people will not detect what they are doing,
5) do not have enough time to do tasks because of weak time management, like to delay work, want to be perfect (perfectionist) and because conditions are out of control,
6) feeling pressured to get good results in a course or career. This pressure can arise because of the importance of the assignment given, the demands of the family, the desire to get the best or competition to enter university or to get a scholarship,
7) do not have. sufficient skills to carry out the given assignment, especially in searching for relevant articles, evaluating Internet sources, translating technical terms, knowing and using certain citation formats and models, taking good notes, or lacking assignments given by the lecturer. clear,
8) do not understand the difference between paraphrasing and plagiarism, do not master the citation technique correctly, do not understand the difference between public knowledge, the public sphere and intellectual property rights, or do not know that sources that can be accessed online are not in the public domain or public knowledge.

ACTION INCLUDING THE PLAGIAT

Various parties have argued many actions which include plagiarism. With regard to what

is conveyed in the Age of UCL Plagiarism: Advice to Departments and Faculties, University College London and the website of Northen Kentucky University, Plagiarism and You, Youngstown State University's website "What Is Plagiarism; as cited by Stowers and Hummel (2011 p. 165), Basically the act of plagiarism includes, but is not limited to:

1) referring and / or quoting terms, words or sentences, data and / or information from a source without mentioning the source in the citation notes and / or without stating the source adequately,

2) referring and / or randomly quoting terms, words and / or sentences, data and / information from a source without mentioning the source in the citation notes. and / or without stating the source adequately,

3) using the source of the ideas, opinions, views, or theories of other parties without adequately stating the source of reference,

4) formulate in their own words and / or sentences the words and / or sentences, ideas, opinions, views, or theories of others without adequately stating their source,

5) submit a scientific work that is produced and / or has been published by another party as a scientific work without sufficiently stating the source,

6) do not provide quotation marks in quotation marks,

7) change the words but copy the sentence structure of a source without mentioning the reference.

8) over-copying words or ideas from a source that makes up the bulk of a work even though it mentions the reference,

9) paraphrase a source without mentioning the reference correctly

10) collect assignments that appear paraphrased (and contain references) but are actually a direct cheat sheet from the original source,

11) copying sentences, phrases or paragraphs exactly as the original source, copying sentences and arranging them back in a different order, copying sentences and replacing some words with their synonyms, as well as copying sentences and adding a few new words without mentioning a reference including plagiarism,

12) buy, borrow, or use other people's papers, articles, theses, and dissertations on behalf of themselves,

13) ask other people to do essays, papers, theses, theses, dissertations or other works including statistical work,

14) using one or more other people's works by taking large portions of the text only by relating them to one another · by only adding a few of their own words,

15) using an assignment that has been submitted and assessed by the lecturer for another course assignment, and

16) use criticism or other people's opinions and consider it as their own opinion or criticism.

PLAGIATE DETECTING TECHNIQUES

For lecturers, the skill to determine whether a paper is plagiarism or not is really needed so that the paper that is assessed is really the original work of the student. For input, below are techniques for detecting plagiarism in papers or articles submitted by students as

extracted from UCL Plagiarism: Advice to Departments and Faculties, Univetsity College London.

1) There are internal differences in text content, such as in writing style, spelling, punctuation, use of fonts, capital letters, italics, language, grammar and sentence construction. For example, there are parts that are very good, but there are also parts that are very lousy.

2) The assignment submitted is of a better quality or in a different form (for example the language spoken) from what the student usually produces. For example, everyday this student writes like this, his ability is like this, but how come his job is very different from usual.

3) There is internal inconsistency in terms of references whether in the main text, reference literature or both. For example, one uses APA, the other uses MLA,

4) The existence of the omission of certain sources that should have appeared. There should be a figure or table, but the tables and figures are missing or there is an unfinished sentence.

5) There are statements that are not supported by the rest of the text, for example, "as we can observe · in the table below "while the table itself does not exist

6) The task that was delivered was not in accordance with what was assigned, the quality was lower or better than what was requested. For example, an assignment ordered in the field of evaluation, but he collects in the field of literature.

7) Reference that is inadequate or inconsistent with the details that appear in the text.

PLAGIAT PREVENTION

To avoid plagiarism, there are several things that must be considered by both students and lecturers as stated by Roig (2003, 2006) below.

1) When given a group assignment, make sure we recognize cooperation in what we can and cannot do and what is expected to be contributed to the task

2) If the assignment given is not clear, immediately clarify the expectations and requirements for the assignment given to the relevant lecturer.

3) If there is additional information about assignments in the web era, announcements, SMS or Facebook, immediately check it so that the understanding becomes better.

4) Pay close attention when the lecturer provides an explanation of plagiarism and its consequences so that the definition of plagiarism and its details can be found.

5) Follow the librarian's explanation of the library materials available and how to use them.

6) Learn in detail the desired writing model or format correctly. also the difference between plagiarism and paraphrasing, public knowledge, the public sphere and intellectual property rights so that they are not trapped in plagiarism.

7) Be aware and realize that if bibliographic information is missing from electronic sources, the effort to identify it will require greater effort. Make sure that every time you quote, the reference is also written down immediately.

8) Try to break the big task into. smaller tasks. For example, if there is an assignment that must be completed at the end of the semester, start working on it at the beginning of the semester by collecting a literature review and data as well as analyzing and reporting it on a scheduled basis.

9) When collecting library materials, take careful and detailed notes. Do not underline or color parts that are considered important. Use a 3 x 5 inch (3 R) card to write down the original words from the source used. Place quotation marks around the material and note the page, even if only 1 or 2 words are quoted.

10) When paraphrasing a thought, make sure the whole idea is restated in its own words.

11) If the information obtained is paraphrased, put a P mark on the card

12) If writing down your own ideas, give GS notes or your own ideas on the card.

13) When using the notes on the card, record all bibliographic information from the source used in full.

14) When writing the first draft of writing, give proper reference to thoughts and words

that are not our own in the text we are writing.

15) Also provide complete bibliographic information both in the works cited in the text and the reference literature for each work cited.

16) When writing papers, control the way we present and develop topics by only using the information in the reference sources to support our ideas and don't let the reference sources direct our arguments.

17) Paraphrase as much as possible using the correct writing style.

18) When paraphrasing, restate everything

source words and thoughts using their own words and sentences as a whole. To do this, read the text over and over again, ponder and think about it, close the book, then write the paraphrase.

19) Make reference to the sources used, words, sentence structure, and organizational patterns using the correct model and format.

20) Use the original words of the referenced source only when the words from that source can add weight to what is being conveyed or when the words used are really needed, and are effective.

21) When quoting sentences, put quotation marks for each original word or sentence and use the correct citation procedure.

22) Before submitting an assignment, do check our quotation against the original source.

23) Ensure that we paraphrase correctly and have written citations for all sources used, organizational patterns, ideas and words of others.

24) Check the compilation of quotations and references so that they are in sync.

25) Always write a reference source for any contributions, opinions, ideas or thoughts of others.

26) Any text that is copied as is must be written down

In quotes.

27) Always write down a reference source for each source used, either in the form of a paraphrase, summary or direct quotation.

28) When summarizing, the material is substantially compressed using its own language in the form of short paragraphs or sentences

29) When summarizing or paraphrasing, the source of the information must be identified.

30) When paraphrasing and / or summarizing, the same meaning as the author's facts or ideas should be generated using his own words or sentences.

31) In order to produce substantial changes from the original text by using correct paraphrases, an adequate understanding of the ideas and terms used must be possessed.

32) A writer has an ethical responsibility for his readers and for other writers whose ideas are borrowed, respects the ideas and words of others by writing down references, and uses his own words when paraphrasing.

33). If in doubt whether a concept or fact is general knowledge or not, references should be made.

34) The author sends the manuscript which contains data, discussion, conclusions, etc. previously disseminated (eg, published in a journal article, presented at a conference, posted on a web page), must clearly indicate to editors and readers the form of dissemination that has been carried out.

35) If examining a number of complex variables and are considered as one unit, a researcher must publish the results of his research in one article only. If it is to be published in more than one article, the author must submit another article (whether published or not) which may be part of the article being prepared.

36) Since some acts of plagiarism, autoplagiate, and some writing practices that might be acceptable (for example, paraphrasing or writing a sufficiently large number of key words from a book) can violate copyright, it is strongly recommended that authors recognize the basics. the basis of copyright law.

37) Authors must avoid attempts to reuse their own previously published writings unless accompanied by references and paraphrases.

38) Also ensure that there are no errors in citation elements such as author name, volume and journal number, page, year and other elements. In addition, it must also be ensured that reference is given to the author who first presented the issue in question.

39) The references presented must be really relevant to the material being discussed. It is not justified to include references solely to manipulating the impact factor of an article.

40) The author always tries to obtain published reference materials. If not available, the author must quote. a detailed version of the article, whether in the form of a conference presentation; unpublished abstract or manuscript.

41) When describing someone else's work, do not rely on secondary summaries as they are deceptive practices, reflect low academic standards and can lead to errors in describing the work in question.

42) When quoting so much from a source, the writer must make it clear which is his own idea and which other person's ideas or thoughts such as with page markers or using the words ibid, op cit and loc cit.

43) The author is obliged to present evidence or opinion that contradicts his views. The ideas or opinions used to support the author's opinion must be methodologically correct. If there are studies or supporting data that have methodological, statistical or other limitations, these deficiencies must be addressed to the reader.

44) The author is obliged to report all aspects related to research that may affect the replication of the study.

45) Researchers have an ethical obligation to report the results of their research based on a predetermined plan. Any post-research manipulation that could alter the previously obtained results, such as removing outliers or altering statistical analysis should be clearly delineated with reasons why.

46) The determination of authorship must be discussed before joint research is carried out and must be based on established guidelines. Inclusion of the name of the lecturer on articles originating from a student's thesis or dissertation is usually not the first author.

47) Only those who have made significant contributions to the research are entitled to be listed as authors.

48) The author must be aware of the possibility of a conflict of interest in his research and must try to put forward conditions that can create or have the potential to create a conflict of interest.

ENGINEERING AND APPLICATION BASED ON WHAT MODEL (AMERICAN PSYCHOLOGICAL ASSOCIATION)

As discussed above, one of the ways to prevent plagiarism can be prevented through careful and adequate reference writing. Reference is a standardized way to acknowledge sources of information and ideas or thoughts that have been used in a written work that allows that source to be identified. Reference was seen as important to avoid plagiarism, to double-check citations and to enable readers to follow up on what was written and better understand the work the author had cited. Therefore, knowledge and skills related to citation and referral are very important for students and lecturers. Below will be described reference writing techniques using the APA (American Pyschological Association) model adapted from the Library website of the University of Queensland Australia.

CLOSING

Thus, these technical instructions are prepared in the hope that they can be a tool for thesis writers, dissertation, essay, working paper, speech, paper, or scientific articles for both lecturers and students in order to avoid plagiarism. What is contained in this document is not yet complete and there are still shortcomings here and there. Therefore, these technical guidelines will continue to be improved. For that purpose, readers are expected to provide input or suggestions to the leadership of the study program, faculty, SPS or library. If a

more detailed referral technique is required, readers can consult the first source information of APA 6th edition entitled "Publication Manual of the American Psychological Association", Sixth Edition, 2009 by the American Psychological Association.

REFERENCE