Glossary for Academic Integrity

Report (revised version)

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Project consortium:

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ABOUT THE PROJECT

The project "European Network for Academic Integrity" (ENAI) aims foremost to raise awareness in the matters of plagiarism, academic ethics, scholarly values and academic integrity. ENAI focuses not only on students, but on the entire academic community (including professors, researchers, post-docs, PhDs, administration staff and management, academic ethics committees, etc.).

This project envisages developing three major outputs: Educational materials for higher education institutions' teachers and students (O1), Toolkit for cross-sector cooperation in terms of academic integrity (O2) and Handbook for improvements in academic integrity (O3). The latter output consists of seven sub-outputs, such as general guidelines for academic integrity, glossary of terms related to academic integrity, self-evaluation tools for students, teaching and research, self-assessment tool for institutions / faculties / departments and briefs.

This report refers to a sub-output 3G (Glossary of terms related to academic integrity) of the project.

ACKNOWLEDGEMENTS

LEGAL NOTICE

The sole responsibility for the contents of this publication lies with the authors. Their opinion does not necessarily reflect that of the European Union. The European Commission is not responsible for any use that may be made of the information contained herein.

CONTENT

PREFACE

This report serves as a basis to further common understanding on academic integrity through learning new terms and rediscovering old terms in new contexts. The need for this document derives from the variety of terms that are commonly used, but under different contexts. In this sense, we attempted to arrive at a common meaning.

This report could be of value to national ombudspersons, judicial authorities, compliance officers, research project managers and other related bodies or units in academia as well as students, business sector and others.

METHODOLOGY

Glossary

Data collection

Using the [World Café](#) approach in the project partners' meeting in October 2016 the pool of potential sources to look for terms and their definitions was established. As the main sources, partners identified previous and current international and national sister projects (at international level such as Printeger, Satori, Respect, etc.; at national level such as Refairence in Germany, MTEtika and AcadAu in Lithuania); international organizations with the expertise or consideration in ethics (such as European Science Foundation, Committee of Publication Ethics, International Center for Academic Integrity, etc.); networks (such as European Network of Research Integrity Offices, Pan-European Platform on Ethics, Transparency and Integrity in Education, European Network of Research Ethics and Research Integrity, etc.); internationally recognized academic publishers (such as Springer, Elsevier, Routledge, etc.); partner country national documents (published by research councils or other public bodies); and legislation and other relevant sources (for example, suggested research papers by partners where academic integrity related terms were analysed and a few universities' websites were consulted). In total, over 60 core sources were reviewed that, accordingly, encompassed more than one document. Only documents available online were considered.

While reviewing each document, we looked for terms related to any aspect of ethics or academic integrity in academia, scholarship, teaching or research. Both terms with definitions and terms without definitions were included in the glossary, overall 440 terms. Later on, some new terms were added, overall 30 terms. While making the revision of the glossary, 6 new terms were added and 3 terms were omitted. As the glossary development group aimed to remain open-minded, terms with the same or nearly the same meaning were treated as distinct items; therefore, they were included in the glossary for further discussion.

Then, we chose the following characteristics for the glossary structure – term, definition, source with the full description, and online link. In terms of research ethics, the description of each source was accordingly respected. For example, suggested form of citation was considered when clearly provided. Definitions developed by the project consortium are indicated as 'ENAI'.

Data analysis

To decide whether a suggested term is relevant to the academic integrity glossary and to refine its definition, we organised face-to-face and virtual meetings, overall over 40 hours of intense work. The time for individual revision is not included.

In general, over 260 terms were removed from the glossary due to their ambiguity and nuances related to connotation, but some of them were aligned either as synonyms (over 30 terms) or used for the development of general guidelines (over 20 terms) (see Figure 1).

Several terms were merged as synonyms as they have identical or similar connotation while other terms were merged for the development of general guidelines because these terms did not provide a definition, but rather information about a desirable behaviour.
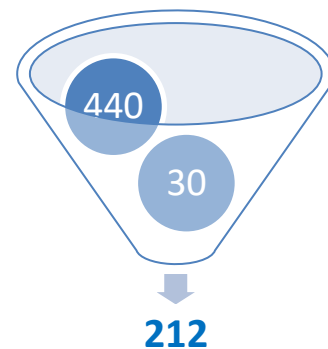
Figure 1: Refinement of the glossary

In summary, the revised glossary contains 212 terms presented in alphabetical order. Figure 2 illustrates how each entry of the glossary is formatted.

TERM *Synonyms*	Definition Source

Figure 2: Glossary design

Limitations

Two limitations are worth noting. First, due to the diversity of definitions and apparent understanding of terms related to academic integrity that were encountered during the searches, where necessary documents published at websites of higher education institutions, dictionaries and encyclopaedias were consulted. Second, although all web-based links were valid at the time of completion in 2017, over time some links may have expired and others only be available once cookies are accepted.

GLOSSARY

A

ABETTOR

Accomplice

Accessor to cheating

Accessor to plagiarism

"Someone who, culpably and in any other way, renders material or moral support to the practice of a culpable act by someone else". In general, it is a person assisting someone to cheat or plagiarise.

<div align="right">CÓDIGO PENAL PORTUGUÊS, http://www.codigopenal.pt/</div>

<div align="right">ENAI</div>

ACADEMIC (adjective)

Kind of practice by individuals or institutions in an education, research or scholarship setting.

<div align="right">ENAI</div>

ACADEMIC (noun)

Academician

Someone who is part of the community within an educational institution, either in management, research or teaching capacity.

<div align="right">ENAI</div>

ACADEMIC DISHONESTY

"Morally culpable behaviours perpetrated by individuals or institutions that transgress ethical standards held in common between other individuals and/or groups in institutions of education, research, or scholarship" (p. 252).

<div align="right">Jordan, S. R. (2013). Conceptual Clarification and the Task of Improving Research on Academic Ethics. Journal of Academic Ethics, 11: 243-256.</div>

ACADEMIC ETHICS

Moral values that are recognized and abided by the academic community.

<div align="right">ENAI</div>

ACADEMIC FRAUD

Actions that are intended to deceive for unfair advantage by violating academic regulations.

<div align="right">Eckstein, M. A. (2003) Combating Academic Fraud. Towards a Culture of Integrity. Paris: UNESCO International Institute for Educational Planning, http://unesdoc.unesco.org/images/0013/001330/133038e.pdf</div>

<div align="right">ENAI</div>

ACADEMIC INTEGRITY

Compliance with ethical and professional principles, standards, practices and consistent system of values, that serves as guidance for

	making decisions and taking actions in education, research and scholarship.
	ENAI
ACADEMIC INTEGRITY COMMITTEE	Body which considers evidence and makes decisions about breaches of academic integrity.
	ENAI
ACADEMIC MISCONDUCT *Academic malpractice*	Any action or attempted action that undermines academic integrity and may result in an unfair academic advantage or disadvantage for any member of the academic community or wider society.
	ENAI
ACCOUNTABILITY	The concept that individuals and institutions are held responsible for performing their activities properly and realising their answerability of the outcomes to all stakeholders.
	ENAI
AGGREGATOR *Patch-writer*	Someone who includes proper citation in the paper, but the paper contains almost no original work.
	Defining Plagiarism: The Plagiarism Spectrum. White Paper, n.a., http://turnitin.com/assets/en_us/media/plagiarism_spectrum.php
ANONYMOUS AUTHORSHIP *Anonymised authorship*	Authorship of anonymous work.
	ENAI
ANONYMOUS WORK	(1) A work where the author cannot be identified. (2) A work where the author is intentionally anonymised.
	ENAI
ANTI-WHISTLEBLOWER	An individual who is either not reporting and/or preventing another person from reporting alleged/known misconduct.
	Adapted from: McClung E. L., & Schneider J. K. (2015). Concept Synthesis of Academically Dishonest Behaviors. Journal of Academic Ethics, 13: 1-11.
	ENAI

AUDIT (noun)	A purposeful formal review process.
	ENAI

AUGMENTED PUBLICATION *(2)* *Auto-plagiarism* *Covert duplication* *Duplicate publication* *Duplication* *Recycle [plagiarism]* *Redundant publication* *Self-plagiarism* *Text-recycling*	(1) The author adds additional data and/or information to his/her previously presented or published work and may change title, modify aim of the study, and/or recalculate results. ENAI (2) Instead of creating an original piece of work, the author adds additional data and/or information to his/her previously published work and changes title, modifies aim of the study, and/or recalculates results. There is no cross-citation to the author's own previous publications. Adapted from: Dhammi, I. K., & Haq, R. U. (2016). What is plagiarism and how to avoid it? Indian Journal of Orthopaedics, 50(6): 581-583

AUTHOR *Creator*	A person (either individual or organisation) who created or contributed to the creation of original work. ENAI

AUTHOR'S ETHICAL RIGHTS	"The right to vindicate the ownership of work and assure its integrity and genuine status". CÓDIGO DO DIREITO DE AUTOR E DOS DIREITOS CONEXOS, art 9º, https://www.spautores.pt/assets_live/165/codigododireitodeautorcdadclei162008.pdf

AUTHOR'S PATRIMONIAL RIGHTS *Author's material rights*	"Exclusive rights to dispose of their own work, to use it or authorize its use by third parties, totally or partially". CÓDIGO DO DIREITO DE AUTOR E DOS DIREITOS CONEXOS, art 9º, https://www.spautores.pt/assets_live/165/codigododireitodeautorcdadclei162008.pdf

AUTHORSHIP	Situation when "the name or generally recognised pseudonym appears on a work communicated to the public or a published or a reproduced work shall be considered to be the author of the work, if it is not proven otherwise". Autortiesību likums/Copyright Law. Adopted by the Saeima and proclaimed by the President on 06.04.2000. Came into force from 11.05.2000, http://vvc.gov.lv/export/sites/default/docs/LRTA/Likumi/Copyright_law.pdf

| **AUTHORSHIP ABUSE** | Any kind of authorship attribution not based on genuine contribution. |
| | <div align="right">ENAI</div> |

| **AUTONOMY** | The freedom to decide and practice independently. |
| | <div align="right">ENAI</div> |

| **AVOIDING HARM**

Non-maleficence | To take reasonable steps to avoid harming others with whom they directly or indirectly interact and to minimize harm where it is foreseeable and unavoidable. |
| | <div align="right">Academy of Management Code of Ethics (February 2006),
http://aom.org/uploadedFiles/About_AOM/Governance/AOM_Code_of_Ethics.pdf</div> |

B

BIBLIOGRAPHY

A list of sources that inform and/or support the claims made in the work.

Personal communication with Teddi Fishman

ENAI

BIOETHICS

Choice-making around "right" and "wrong" values and behaviour in biomedicine and biomedical research.

ENAI

BLIND PEER REVIEW

A peer review process of a submitted work where some or all parties involved are not identified.

ENAI

BOILERPLATE PLAGIARISM

Template plagiarism

Structural plagiarism

Using template material (for example, template for introduction or conclusion part of a work) or language from another source by making either no or minor changes without referencing the original source.

ENAI

BRIBERY

"The offering, promising, giving, accepting or soliciting of an advantage as an inducement for an action".

Anti-Corruption Glossary (Transparency International), https://www.transparency.org/glossary/

Also see: The Anti-Corruption Plain Language Guide. (2009). Transparency, https://www.transparency.org/whatwedo/publication/the_anti_corruption_plain_language_guide

BUSINESS ETHICS

Choice making around "right" and "wrong" values and behaviour in business and industry.

ENAI

C

CC-BY

Creative Commons

Licence giving the right to copy and redistribute the material in any medium or format (share) and remix, transform, and build upon the material for any purpose, even commercially (adapt).

Adapted from: https://creativecommons.org/licenses/by/4.0/

CENSORSHIP

"Taking steps to prevent or deter the public communication of information or ideas".

David B. Resnik: Glossary of Commonly Used Terms in Research Ethics. National Institute of Environmental Health Science, National Institutes of Health, May 2015, https://www.niehs.nih.gov/research/resources/bioethics/glossary/index.cfm

CHEATING

Actions that attempt to get any advantage by means that undermine values of integrity.

Academic integrity glossary, University of San Diego, http://academicintegrity.ucsd.edu/process/glossary.html

CITATION

Attribution

A note in the text using a recognised referencing style which identifies the source of an idea or fact and acts as a link to a more detailed reference in the Bibliography or References section of the work.

Academic Integrity – glossary – Academic Skills, https://web.archive.org/web/20160718165522/http://www.studyskills.soton.ac.uk/integrity /glossary.htm

CITATION AMNESIA

Cryptomnesia

Forgotten footnote

Subconscious plagiarism

Inadvertently failing to cite others' works.

ENAI

CLIENTELISM

Nepotism

Patronage

"An unequal system of exchanging resources and favours often based on an exploitative relationship between a wealthier and/or more powerful 'patron' and a less wealthy and weaker 'client'".

Anti-Corruption Glossary (Transparency International). Also see: The Anti-Corruption Plain Language Guide. (2009). Transparency International, https://www.transparency.org/glossary/ https://www.transparency.org/whatwedo/publication/the_anti_corruption_plain_language_gui de

CLONE

An act of submitting and / or publishing another's work, word-for-

[PLAGIARISM] *Literal copying* *[Ctrl-C] plagiarism* *Verbatim plagiarism*	word, as one's own. Defining Plagiarism: The Plagiarism Spectrum. White Paper, n.a., http://turnitin.com/assets/en_us/media/plagiarism_spectrum.php
CO-AUTHOR *Joint authorship*	Person (an individual or organisation) who co-created or substantially contributed to creation of original work. ENAI
CODE OF CONDUCT	Statement of principles and values that establishes a set of expectations and standards for behaviour applying to individuals and within institutions, including minimum required levels of compliance and disciplinary actions. Adapted from: Anti-Corruption Glossary (Transparency International), https://www.transparency.org/glossary/; The Anti-Corruption Plain Language Guide. (2009). Transparency International, https://www.transparency.org/whatwedo/publication/the_anti_corruption_plain_language_gui de
CODE OF ETHICS	The document defining core values of an institution promoting the recognition and respect for individual rights as well as acceptance of the duties and responsibilities derived from belonging to the institution, and the rules of conduct within the community. Legge 30 dicembre 2010, n. 240 pubblicata nella Gazzetta Ufficiale n. 10 del 14 gennaio 2011 - Suppl. Ordinario n. 11. "Norme in materia di organizzazione delle università, di personale accademico e reclutamento, nonche' delega al Governo per incentivare la qualità e l'efficienza del sistema universitario", http://www.camera.it/parlam/leggi/10240l.htm
CODE PLAGIARISM	Using program code, algorithms, classes, or functions without permission or reference. Maurer, H. A., Kappe, F., Zaka, B. (2006). Plagiarism-a survey. Journal of Universal Computer Science, 12(8): 1050-1084.
COERCION AUTHORSHIP	An authorship that is demanded rather than voluntarily awarded. Babor Th. F., & Morisano D. (2008). Coin of the Realm: Practical Procedures for Determining Authorship. In: Publishing Addiction Science: A Guide for the Perplexed. Eds. Thomas F. Babor, Kerstin Stenius, Susan Savva, Jean O'Reilly. 2nd edition. London: International Society of Addiction Journal Editors, 110-121.
COLLABORATION	Working in a group or team towards common goals. ENAI

COLLUSION	Undisclosed collaboration of two or more people on an assignment or task, which is supposed to be completed individually Adapted from: McGowan, S. Breaches of academic integrity using collusion. In Bretag, T. (ed.), Handbook of Academic Integrity. Springer, 2016
COMMON KNOWLEDGE	Factual "information that is readily available from a number of sources or so well-known that its sources do not have to be cited". Glossary, http://www.plagiarism.org/article/glossary ENAI
COMPILATION *Collective work* *Joint work*	A work formed by the collection and assembling of pre-existing content "or of data that are selected, coordinated, or arranged in such a way that the resulting work as a whole constitutes an original work of authorship. The term 'compilation' includes both individual and collective works". Adapted from: Glossary of United States Copyright Office: a Department of Library of Congress, https://www.copyright.gov/comp3/docs/glossary.pdf
COMPLIANCE	Complying with laws, institutional policies and ethical guidelines related to education, research and scholarship. Adapted from: David B. Resnik: Glossary of Commonly Used Terms in Research Ethics. National Institute of Environmental Health Science, National Institutes of Health, May 2015, https://www.niehs.nih.gov/research/resources/bioethics/glossary/index.cfm
CONFIDENTIALITY	The obligation to not disclose information that is designated for limited circulation. ENAI
CONFIDENTIALITY VIOLATION	Disclosing personal or institutional information given in confidence without authorisation. ENAI
CONFLICT OF INTEREST	Potential to compromise judgement or objectivity caused by financial or personal obligations or other considerations. Doing global science: a guide to responsible conduct in the global research enterprise (InterAcademy Partnership, 2016), http://interacademycouncil.com/File.aspx?id=29431
CONTRACT	Form of academic misconduct when a person uses a third party to

CHEATING	assist them to produce work, whether or not payment or favour is involved.
	ENAI

CONTRACT CHEATING SERVICES *Ghostwriting*	Type of consultancy service when a company or an individual provides bespoke work to a person to present as their own work.
	ENAI

CONTRIBUTORSHIP	Acknowledged contributions of every person (either individual or organisation) involved in the work.
	ENAI

COPYRIGHT	Exclusive legal right of the originator to copy, reproduce, print, publish, perform, film, or record literary, artistic, or musical material digitally or in any other form.
	Oxford English Dictionary, https://en.oxforddictionaries.com/definition/copyright

COPYRIGHT NOTICE	Statement to inform public about an ownership of a work and restrictions of its use.
	ENAI

CORPORATE AUTHORSHIP	Authorship is attributed to an organisation or project.
	ENAI

CORRESPONDING AUTHOR	Author with whom a publisher or other person communicates regarding a submitted or published work.
	ENAI

CORRUPTION	"The abuse of entrusted power for private gain. Corruption can be classified as grand, petty and political, depending on the amounts of money lost and the sector where it occurs".
	Anti-Corruption Glossary (Transparency International), https://www.transparency.org/glossary/ See also: The Anti-Corruption Plain Language Guide. (2009). Transparency, https://www.transparency.org/whatwedo/publication/the_anti_corruption_plain_language_guide

COVERT	The omission of cross-citation to their own previous publications.

DUPLICATION	Adapted from: Langdon-Neuner, E. (2008). Publication more than once: duplicate publication and reuse of text. The Journal of Tehran University Heart Centre, 3(1): 1-4.
Augmented publication	
Auto-plagiarism	
Duplicate publication	
Duplication	
Recycle [plagiarism]	
Redundant publication	
Self-plagiarism	
Text-recycling	

CREATIVE COMMONS (CC)	Suite of free copyright licenses that provides a simple, standardized way to give users permission to share and use work. Adapted from: Open Access Glossary, University of Oxford, http://openaccess.ox.ac.uk/glossary/

CRIB NOTES	A piece of information (either on paper or technologically) used for helping to remember facts, formulae and other useful information. ENAI
Crib sheet	
Cheat sheet	

CULTURE OF ACADEMIC INTEGRITY	The individual, group and/or institutional behaviours, values, beliefs, attitudes and characteristics promoting and following academic integrity. ENAI

D

DATA	Recorded facts.
	ENAI
DATA FABRICATION	Making up data and using them as if genuine.
	ENAI
DATA FALSIFICATION	Unjustified manipulation of research data with the intention of giving a misleading impression.
	Springer. Publishing Ethics for journals: A guide for Editors-in-Chief, Associate Editors, and Managing Editors, 2013, http://static.springer.com/sgw/documents/1393202/application/pdf/Publication_Ethics_Guide_for_Editors_from_Springer_27052013.pdf
	ENAI
DATA IMPUTATION	Filling in or replacing missing or lost data.
	ENAI
DATA MANAGEMENT	"Practices and policies related to recording, storing, auditing, archiving, analysing, validating, interpreting, protecting, sharing, and publishing data to ensure accessibility, reliability and persistence of the data for its user".
	David B. Resnik: Glossary of Commonly Used Terms in Research Ethics. National Institute of Environmental Health Science, National Institutes of Health, May 2015, https://www.niehs.nih.gov/research/resources/bioethics/glossary/index.cfm
DATABASE	A collection of works, data or other materials, which are arranged in a systematic way and are accessible by electronic or other means.
	Adapted from: Autortiesību likums/Copyright Law. Adopted by the Saeima and proclaimed by the President on 06.04.2000. Came into force from 11.05.2000, http://vvc.gov.lv/export/sites/default/docs/LRTA/Likumi/Copyright_law.pdf
DERIVATIVE WORK	Adapted (e.g. contextualised, extended) original work that is duly acknowledged or authorised.
	ENAI
DILEMMA	State of uncertainty requiring a choice between similarly unfavourable options.

WordNet (a lexical database for English), https://wordnet.princeton.edu/

DIPLOMA MILL

Degree mill

"An organisation without due accreditation that purports to be a bona-fide educational institution."

Eckstein, M. A. (2003) Combating Academic Fraud. Towards a Culture of Integrity. Paris: UNESCO International Institute for Educational Planning, http://unesdoc.unesco.org/images/0013/001330/133038e.pdf

DISCIPLINARY COMMITTEE

Body which considers evidence and makes decisions about misdemeanours of individuals.

ENAI

DISCIPLINARY MISDEMEANOUR

Infringement of obligations as stipulated in regulations of a higher education and/or research institution.

Czech Act on Higher Education Institutions, http://www.msmt.cz/file/45431_1_1/

DOUBLE CREATION

Simultaneous creation

Two authors write about the same thought or idea without either of them being aware of the other.

Braun, S. K. (2015). Der Irrtum mit der Doppelschöpfung [The Error of the Double Creation]. Der Sa-chverständige, 3, 55-58 as quoted in Ruipérez, G., & García-Cabrero, J.-C. (2016). Plagiarism and Academic Integrity in Germany. Media Education Research Journal, 48(XXIV), 9-17.

DOUBLE-BLIND PEER REVIEW

A peer review process of a submitted work where neither reviewers nor authors are identified.

ENAI

E

ETHICAL APPROVAL *Ethics approval* *Ethical review*	A formal process checking whether a research proposal or plan complies with ethical standards and factors in management of necessary risks and ethical problems that could arise. ENAI
ETHICAL PRINCIPLES	Set of ethical values and concepts for guiding behaviour. ENAI
ETHICAL STANDARDS	Specifications of conduct that must be adhered to when participating in and carrying out work. Academy of Management Code of Ethics, http://aom.org/uploadedFiles/About_AOM/Governance/AOM_Code_of_Ethics.pdf
ETHICAL VALUES	The set of established principles and standards governing values-driven behaviour. Business Dictionary, http://www.businessdictionary.com/definition/ethical-values.html
ETHICALITY	An action or process inherent to ethical values and standards (being ethical). ENAI
ETHICS	(1) "Choice making around "right" and "wrong" values and behaviour". (2) "Also called moral philosophy, the discipline concerned with what is morally good and bad, right and wrong. The term is also applied to any system or theory of moral values or principles". (1) Review of Ethics Principles and Guidance in Evaluation and Research (2015) Dr Leslie Groves Williams, https://www.oecd.org/dac/evaluation/DFID-Ethics-Principles-Report.pdf (2) Encyclopaedia Britannica, https://www.britannica.com/topic/ethics-philosophy
ETHICS ASSESSMENT *Ethical review*	Any institutionalized kind of assessment, evaluation, review, appraisal or valuation of practices, products and uses in an education, research or scholarship setting that makes use of primarily ethical principles or criteria. Adapted from: Project SATORI, D1.1 Ethical Assessment of Research and Innovation: A Comparative Analysis of Practices and Institutions in the EU and selected other countries, http://satoriproject.eu/media/D1.1_Ethical-assessment-of-RI_a-comparative-analysis.pdf

ETHICS COMMITTEE *Institutional review board*	Body which grants ethical approval for research and also considers breaches in research conduct. ENAI
ETHICS INFRASTRUCTURE	"The entirety of selected means for ethics institutionalisation, in accordance with organisational mission and values, which helps to ensure deliberation, self-control and integrity of an organisation". Tauginienė, L. (2016). Embedding Academic Integrity in Public Universities. Journal of Academic Ethics, 14(4): 327-344.
EXPLOITATIVE RELATIONSHIPS	Mistreatment of person(s) in order to benefit from unmerited advantages. ENAI

F

FABRICATION	In research, "the term 'fabrication' means making up data, experiments, or other significant information in proposing, conducting, or reporting research". Adapted from: Online Ethics Center, http://www.onlineethics.org/glossary.aspx?id=2960
FABRICATION, FALSIFICATION, PLAGIARISM (FFP)	Types of major misconduct in an education, research or scholarship setting. ENAI
FAIRNESS	A basic ethical principle which all actors in education, research or scholarship must observe in their approach to others. This principle involves treating others with impartiality, respect and consideration, free from discrimination or dishonesty. ETINED Council of Europe – Platform on Ethics, Transparency and Integrity in Education, Volume 2: Ethical principles. P. 41.
FALSIFICATION *Forgery* *Counterfeit*	Forging educational, research or scholarship content, images, data, equipment, or processes in a way that they are inaccurately represented. Elsevier. Ethics in Research & Publication. Factsheet: Research Fraud, https://www.publishingcampus.elsevier.com/websites/ elsevier_publishingcampus/files/Guides/Quick_guide_RF02_ENG_2015.pdf
FAVOURITISM	Giving unfair advantage to individuals. ENAI
FIDUCIARY RESPONSIBILITY	"Act in a manner that is trustworthy and that inspires confidence". Academy of Management Code of Ethics, http://aom.org/uploadedFiles/About_AOM/Governance/AOM_Code_of_Ethics.pdf
FIND-REPLACE [PLAGIARISM]	False paraphrasing by changing single words by synonyms. ENAI
FRAUD	"Fraud is an intentional deception perpetrated to secure an unfair

gain".

Online Ethics Center, http://www.onlineethics.org/glossary.aspx?id=2960

FREEWARE

Open access to software that is available for use with no monetary cost.

ENAI

G

GENDER-BASED HARASSMENT	Undue intimidation or unwarranted contact based on gender. ENAI
GHOST AUTHORSHIP *Misleading attribution*	The practice of using a non-named (merited, but not listed) author to write or prepare a text for publication. Oxford University Press. OUP statement on publication ethics, https://academic.oup.com/journals/pages/authors/ethics
GHOST WRITER *Ghost author*	(1) A writer who is not named as an author and not given credit for the work. (2) A writer who assists in the production of work resulting in unfair advantage to someone else. ENAI
GHOSTWRITING	(1) To write for or in the name of someone else. (2) To assist in the production of work resulting in unfair advantage to someone else. ENAI
GIFT OR GUEST AUTHORSHIP *Honorary authorship*	'Guest' or 'gift' authorship refers to the practice of naming an individual who made little or no contribution to a publication as an author. Oxford University Press. OUP statement on publication ethics, https://academic.oup.com/journals/pages/authors/ethics
GOOD RECORD-KEEPING PRACTICES (GRKPs)	"Rules and procedures for keeping research records. Records should be thorough, accurate, complete, organized, signed and dated, backed-up and secured". David B. Resnik: Glossary of Commonly Used Terms in Research Ethics. National Institute of Environmental Health Science, National Institutes of Health, May 2015, https://www.niehs.nih.gov/research/resources/bioethics/glossary/index.cfm
GUARANTOR *Principal Investigator*	A person who takes responsibility for the contents and integrity of the work as a whole. Adapted from: Babor Th. F., & Morisano D. (2008). Coin of the Realm: Practical Procedures for Determining Authorship. In: Publishing Addiction Science: A Guide for the Perplexed. Eds. Thomas F. Babor, Kerstin Stenius, Susan Savva, Jean O'Reilly. 2nd edition. London: International Society of Addiction Journal Editors, 110-121.

H

HARKing	"Hypothesising after the results are known – here, the researcher invents a plausible-sounding explanation for the result that was obtained, after the data have been inspected". Academy of Medical Sciences (2015). Reproducibility and Reliability of Biomedical research: improving research practice, Symposium report, October 2015, p. 20, https://acmedsci.ac.uk/viewFile/56314e40aac61.pdf
HELSINKI DECLARATION	"Ethical guidelines for conducting medical research involving human subjects adopted by the World Medical Association". WMA Declaration of Helsinki - Ethical Principles for Medical Research Involving Human Subjects, https://www.wma.net/wp-content/uploads/2016/11/DoH-Oct2013-JAMA.pdf
HONEST ERROR	An unintentional mistake. ENAI
HONESTY	Systematically behaving truthfully and transparently. ENAI

I

IDEA PLAGIARISM

Using a similar concept or opinion which is not common knowledge. The writers use their own words and phrases, but the substance of the idea comes from another source.

Adapted from: Maurer, H. A., Kappe, F., Zaka, B. (2006). Plagiarism - a survey. Journal of Universal Computer Science, 12(8): 1050-1084.

ENAI

IMAGE PLAGIARISM

Use of images (e.g. photo, video, graphics) without receiving proper permission or providing acknowledgement of the source.

http://www.plagiarism.org/plagiarism-101/what-is-plagiarism as quoted in Dhammi, I. K., & Haq, R. U. (2016). What is plagiarism and how to avoid it? Indian Journal of Orthopaedics, 50(6): 581-583.

IMPARTIALITY [IN RESEARCH]

Independence and objectivity in conducting research and communicating with other stakeholders.

Adapted from: The European Code of Conduct for Research Integrity (2011), https://www.nsf.gov/od/oise/Code_Conduct_ResearchIntegrity.pdf

INDIVIDUAL INTEGRITY

Compliance with ethical and professional principles, standards, practices and consistent system of values by individuals, that serves as guidance for making decisions and taking actions.

ENAI

INFORMATION

Contextualised data providing answer to a certain question decreasing uncertainty.

ENAI

INFORMED CONSENT

Agreement to take part in research based on clear and detailed information about the research.

ENAI

INFRINGEMENT

Transgression

Abuse

Breach

Violation

Breach of good practice occurring from questionable, unlawful or unethical behaviour.

ENAI

INSTITUTIONAL AUTONOMY	Right of an institution to act autonomously/independently and to be responsible for the consequences of actions by members of the institution.
Institutional independence	ENAI

INTEGRITY	Compliance with ethical and professional principles, standards, practices and consistent system of values, that serves as guidance for making decisions and taking actions.
	ENAI

INTELLECTUAL PROPERTY	"Legally recognized property pertaining to the products of intellectual activity".
	David B. Resnik: Glossary of Commonly Used Terms in Research Ethics. National Institute of Environmental Health Science, National Institutes of Health, May 2015, https://www.niehs.nih.gov/research/resources/bioethics/glossary/index.cfm

INVALID SOURCE	Referencing either an expired link or a non-existent source.
404 Error [plagiarism]	Research Ethics: Decoding Plagiarism and Attribution in Research: Survey Summary (2013), http://www.ithenticate.com/hs-fs/hub/92785/file-318578964-pdf/docs/ithenticate-decoding-survey-summary-092413.pdf
Falsifying references	
False credentials	ENAI

INVENTED AUTHORSHIP	(1) Including a fictitious person as a co-author.
	(2) Including a colleague as a co-author without permission.
	(3) Including a stranger as a co-author without permission.
	ENAI

INVESTIGATOR	Someone who is researching or collecting and analysing evidence (could be industry, police, academia or other).
	ENAI

INVIOLABILITY OF A WORK	The author's right to permit or prohibit the making of any transformations, changes or additions either to the entire or part of work.
	Adapted from: Autortiesību likums/Copyright Law. Adopted by the Saeima and proclaimed by the President on 06.04.2000. Came into force from 11.05.2000, https://likumi.lv/doc.php?id=5139

| **IRRESPONSIBLE SOURCE USE** | Negligent academic writing practice related to the misuse of published or unpublished materials. |

ENAI

K

KNOWLEDGE | Facts and information acquired through experience or education.

Adapted from: Oxford Dictionary, https://en.oxforddictionaries.com/definition/knowledge

L

LICENSE (noun)

Permission granted by the owner or creator under intellectual property rights for a second party to make use of the work, with specific details of what use is permitted.

ENAI

M

'MEAT EXTENDERS'	People who build on a previous publication with new data that would not be publishable alone.
	Adapted from: Errami, M., Sun, Z., Long, T. C., George, A. C. & Garner, H. R. (2009). Déjà vu: a database of highly similar citations in the scientific literature. Nucleic Acids Research, 37: D921-D924.
MISCONDUCT *Ethical misdemeanours*	Unacceptable or improper behaviour that violates formal regulations.
	ENAI
MISMANAGEMENT OF RESEARCH FUNDS	"Spending research funds wastefully or illegally".
	David B. Resnik: Glossary of Commonly Used Terms in Research Ethics. National Institute of Environmental Health Science, National Institutes of Health, May 2015, https://www.niehs.nih.gov/research/resources/bioethics/glossary/index.cfm
MOBBING	Indiscreet, tendentious criticism of a colleague's work and conscious derogation due to personal antipathy, competition, political or other motives unrelated to the merit of the work under evaluation.
	Adapted from: Mokslo ir studijų institucijų akademinės etikos kodeksų priėmimo, įgyvendinimo ir priežiūros rekomendacijos, http://www.etika.gov.lt/wp-content/uploads/2015/04/Rekomendacijos.pdf
MORAL (noun)	Intrinsic self-disciplined custom based upon values or criteria that assist in differentiating the right from the wrong behaviour.
	ENAI
MORAL NORM	Standards that derive from moral values and prescribe how people should act in order to satisfy expectations professionally, socially or culturally.
	Adapted from: Project SATORI, D1.1 Ethical Assessment of Research and Innovation: A Comparative Analysis of Practices and Institutions in the EU and selected other countries, http://satoriproject.eu/media/D1.1_Ethical-assessment-of-RI_a-comparative-analysis.pdf
MORAL VALUES	The set of principles/standards embraced and followed by groups or individuals in order to differentiate the right from the wrong.
	ENAI

MORALITY	Ability of differentiating the right from the wrong.
	ENAI

MULTIMEDIA PLAGIARISM	Use of multimedia (e.g. audio, pictures, video, music and other media) without providing acknowledgement of the source.
	ENAI

MULTIPLE SUBMISSION	A given manuscript is concurrently under active consideration by two or more publications or editors.
Auto-plagiarism	Adapted from: IEEE. Publishing Policy, http://www.ieee.org/publications_standards/publications/journmag/ieee_publishing_policy.pdf
Duplicate submission	
Recycle [plagiarism]	
Self-plagiarism	
Text-recycling	

MUTUAL ADMIRATION AUTHORSHIP	Two or more researchers agree to list each other's names on their own papers despite the others' any or minimal involvement with the purpose to gain unfair advantage.
Mutual support authorship	Babor Th. F., & Morisano D. (2008). Coin of the Realm: Practical Procedures for Determining Authorship. In: Publishing Addiction Science: A Guide for the Perplexed. Eds. Thomas F. Babor, Kerstin Stenius, Susan Savva, Jean O'Reilly. 2nd edition. London: International Society of Addiction Journal Editors, 110-121.
	ENAI

N

NEGLIGENCE

A failure to follow the [required] standard of care, which results in harm to a person or organization.

Adapted from: David B. Resnik: Glossary of Commonly Used Terms in Research Ethics. National Institute of Environmental Health Science, National Institutes of Health, May 2015, https://www.niehs.nih.gov/research/resources/bioethics/glossary/index.cfm

NEPOTISM

Patronage

Clientelism

"Form of favouritism based on acquaintances and familiar relationships whereby someone in an official position exploits his or her power and authority to provide a <…> favour to a family member or friend, even though he or she may not be qualified or deserving".

Anti-Corruption Glossary (Transparency International), https://www.transparency.org/glossary/ See also: The Anti-Corruption Plain Language Guide. (2009). Transparency International, https://www.transparency.org/whatwedo/publication/ the_anti_corruption_plain_language_guide

NORMS OF SCIENCE

Communality, Universalism, Disinterestedness, Organised Scepticism, Originality, Specialism, Advocacy, Governance and Quality.

Briefing Paper: Research Integrity: What it means, Why it is important and How we might protect it, Science Europe, December 2015 pp 3-6; Ziman, A. et al.; Merton R.K. (1942), A note on science and democracy. Journal of Legal and Political Sociology, 1: 115-126; Ziman, J. (2000), Real Science: What it is and what it means, Cambridge University Press, Cambridge UK and New York, 412 pp.; Anderson M.S., Ronning E.M., De Vries R. and Martinson B.C. (2010), Extending the Mertonian Norms: Scientists' subscription to norms of research. Journal of Higher Education, 81(3): 366-393.

O

OBJECTIVITY [IN RESEARCH]

"Researchers try to look beyond their own preconceptions and biases to the empirical evidence that justifies conclusions. Researchers cannot totally eliminate the influence of their own perspectives from their work, but they can strive to be as objective as possible".

<div align="right">

Responsible Conduct in the Global Research Enterprise A Policy Report. (2012) InterAcademy Council/IAP. P. 7, http://www.interacademies.net/File.aspx?id=19789

</div>

OPEN ACCESS (OA)

Unrestricted (free of charge), online access to peer reviewed and published scholarly research papers or any other results from academic or research work (use and re-use).

<div align="right">

Open Access Glossary, University of Oxford, http://openaccess.ox.ac.uk/glossary/

ENAI

</div>

OPEN PEER REVIEW

A peer review process of a submitted work where all parties involved are identified.

<div align="right">

ENAI

</div>

ORIGINAL (noun)

Work that is independent and that is not derived from anything else.

<div align="right">

Personal communication with Teddi Fishman

ENAI

</div>

P

P-HACKING

"The practice of running multiple tests, looking for a statistic that surpasses the threshold for statistical significance, and reporting only this".

Academy of Medical Sciences (2015). Reproducibility and Reliability of Biomedical research: improving research practice, Symposium report, October 2015, p. 20, https://acmedsci.ac.uk/viewFile/56314e40aac61.pdf

PAPER MILL

Essay mill

A commercial service organisation, normally web-based, supplying written materials (e.g. essays, reports, homework answers, personal statements, reflective journals) according to a client's requirements.

ENAI

PARAPHRASING

A restatement of notions, opinions, ideas or text in own words preserving their essence that does not amount to verbatim or near-verbatim copying of the respective source, with a proper acknowledgment of the original source.

Regulations for Academic Integrity at the University of Latvia. Approved by Senate decision No. 287, of February 25, 2013, https://www.lu.lv/fileadmin/user_upload/lu_portal/eng/general-information/documents/regulations/Regulations_for_Academic_Integrity_at_the_University_of_Latvia.pdf

ENAI

PATCHWRITING

Hybrid plagiarism

Mosaic plagiarism

Mashup [plagiarism]

Remix [plagiarism]

Resourceful citer

Re-tweet [plagiarism]

An unoriginal piece of writing composed of acknowledged or unacknowledged extracts from several different sources.

ENAI

PATRONAGE

Nepotism

Clientelism

A form of favouritism in which a person is selected for a benefit or maintained in a position because of affiliations or connections regardless of qualifications or entitlements.

Anti-Corruption Glossary (Transparency International), https://www.transparency.org/glossary/

Also see: The Anti-Corruption Plain Language Guide. (2009). Transparency, https://www.transparency.org/whatwedo/publication/the_anti_corruption_plain_language_guide

ENAI

PEER REVIEW

The process by which a piece of scientific research, such as a manuscript, a project, a grant proposal, or academic work is assessed by others – a researcher's fellow peers – who are suitably qualified and able to judge the

piece of work under review in terms of novelty, soundness and significance. In general, it is a critique of submitted work.

Adapted from: Who "owns" peer reviews? COPE Discussion Document. COPE Council, 16 September 2016, http://publicationethics.org/files/u7140/ Who_Owns_Peer_Reviews_Discussion_Document_Web.pdf

PERSONAL BENEFIT | Acknowledgement of the extent to which an action produces beneficial consequences (in material or immaterial forms) for the individual in question.

Internet Encyclopedia of Philosophy. A Peer-Reviewed Academic Resource, http://www.iep.utm.edu/ethics/#SH3a

ENAI

PERSONAL DATA PROTECTION | Security of personal data: anonymity, privacy, confidentiality.

ENAI

PIRACY | Appropriation of ideas, data, or methods from others without permission or acknowledgment, particularly relating to the music industry and IT sector.

White Paper on Promoting Integrity in Scientific Journal Publications, http://www.medwave.cl/medios/Editorial/DocsPolsEdit/entire_whitepaper.pdf

ENAI

PLAGIARISM | Presenting work/ideas taken from other sources without proper acknowledgment.

Adapted from: Meuschke, N., & Gipp, B. (2013). State-of-the-art in detecting academic plagiarism. International Journal for Educational Integrity, 9(1): 50-57

POLICY TO ENHANCE ACADEMIC INTEGRITY | Developing, implementing and monitoring formal strategies, rules and procedures, and actively ensuring that these are readily accessible to and understood by members of the academic community.

HEA policy on academic integrity, https://www.heacademy.ac.uk/system/files/ supportingacademicintegrity_v2_0.pdf

PRINCIPLES | A set of values and concepts for guiding behaviour.

ENAI

PRIMARY SOURCE | Definitive work of direct evidence.

ENAI

PROOFREADING	Checking of written work to correct grammatical errors and improve readability.
	ENAI

PUBLIC DOMAIN	A work of authorship that is not protected by copyright and belongs to the public so that anyone may make use of it or its component parts.
	Adapted from: Glossary of United states copyright office: a department of Library of Congress, https://www.copyright.gov/comp3/docs/glossary.pdf ENAI

PUBLICATION ACKNOWLEDGEMENT	Acknowledging in publications the names and roles of those who made significant contributions to the research, but do not meet authorship criteria.
	Singapore Statement on Research Integrity (2010). 2nd World Conference on Research Integrity, 21-24 July, Singapore, http://www.singaporestatement.org/statement.html

Q

QUESTIONABLE RESEARCH PRACTICES (QRPs)

Irresponsible research practices

"Research practices that are regarded by many as unethical but are not considered being research misconduct".

David B. Resnik: Glossary of Commonly Used Terms in Research Ethics. National Institute of Environmental Health Science, National Institutes of Health, May 2015, https://www.niehs.nih.gov/research/resources/bioethics/glossary/index.cfm

QUOTATION

"Use of a fragment from a text written by another author providing reference to the author and the work clearly separating it from one's own text (quotation marks and / or formatting)".

Regulations for Academic Integrity at the University of Latvia. Approved by Senate decision No. 287, of February 25, 2013, http://www.lu.lv/fileadmin/user_upload/lu_portal/eng/general-information/documents/regulations/Regulations_for_Academic_Integrity_at_the_University_of_Latvia.pdf

R

REDUNDANT PUBLICATION

Augmented publication

Auto-plagiarism

Covert duplication

Duplicate publication

Duplication

Recycle [plagiarism]

Self-plagiarism

Text-recycling

A published work (or substantial sections from a published work) is/are published more than once (in the same or another language) without adequate acknowledgment of the source/cross-referencing/justification. It is also when the same (or substantially overlapping) data is presented in more than one publication without adequate cross-referencing/justification, particularly when this is done in such a way that reviewers/readers are unlikely to realise that most or all the findings have been published before.

COPE, https://publicationethics.org/category/keywords/redundant-publication

RECOGNISED REFERENCING STYLE

Internationally accepted requirements, formalised by publishers or editors in their guidelines, for formatting references.

ENAI

REFERENCE (verb)

Cite

To acknowledge sources by use of a recognised referencing style.

ENAI

REFERENCES

A list of cited and quoted sources used in written work.

ENAI

REPLICATION

Repeating a piece of research in order to verify and/or complement the original results.

ENAI

REPORTING IRRESPONSIBLE RESEARCH PRACTICES

Whistleblowing

Notifying the appropriate authorities of any suspected research misconduct and other irresponsible research practices that undermine the trustworthiness of research.

Singapore Statement on Research Integrity (2010). 2nd World Conference on Research Integrity,
21-24 July, Singapore, http://www.singaporestatement.org/statement.html

REPRODUCTION

"Reproduction means the making of a copy (copies) of a work or an object of related rights in any means and in any material form,

including permanent or temporary storage of a work or an object of related rights, in whole or in part, in an electronic or other form".

Law on Copyright and Related Rights, art. 2, https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.87985?positionInSearchResults=0&searchModelUUID=d3ad3391-5b7a-4e43-b144-d6b906ec12a2

REPUBLICATION	(1) The next editions of the previous published work.
	(2) Unacknowledged repeated publication in different journal or other source.
	ENAI

RESEARCH	(1) The sphere of intellectual activity wherein knowledge is acquired and compiled using rigorous, objective, and reproducible methods.
	(2) Search for information or data.
	ENAI

RESEARCH COMPLIANCE	Behaviour/processes following principles of research integrity.
	ENAI

RESEARCH ETHICS *Scientific ethics*	Ethical principles-driven decision making in research based on potential impact on subjects of research and wider society.
	ENAI

RESEARCH ETHICS COMMITTEE (REC)	A multidisciplinary, independent body responsible for reviewing research proposals to ensure that the necessary procedures will be followed and the dignity, rights and welfare of any participants (human or animals) are protected.
	Adapted from: British Physiological Society, http://www.bps.org.uk/system/files/Public%20files/General/code_of_human_research_ethics_oct_2014.pdf

RESEARCH FRAUD *Scientific fraud*	Any intentional act of deception in research violating research ethics.
	ENAI

RESEARCH INTEGRITY *Scientific integrity*	Compliance with ethical and professional principles, standards and practices by individuals or institutions in research.
	ENAI

RESEARCH MISCONDUCT	Unacceptable or improper behaviour in any part of research. ENAI
RESEARCHER	Any person engaged in research. ENAI
RESPECT FOR OTHERS	Taking into account the dignity and the physical and psychological well-being of other human beings. Adapted from: ETINED Council of Europe - Platform on Ethics, Transparency and Integrity in Education, Volume 2: Ethical principles. ENAI
RESPONSIBILITY	The duty to behave with integrity. ENAI
RESPONSIBLE CONDUCT OF RESEARCH	Undertaking research in accordance with code of research conduct. ENAI
RETRACTION	Withdrawing or removing a published paper from the research record because the data or results have been found to be unreliable or because the paper involves research misconduct. Journals publish retraction notices and identify retracted papers in electronic databases to alert the scientific community about problems with the retracted papers. Adapted from: David B. Resnik: Glossary of Commonly Used Terms in Research Ethics. National Institute of Environmental Health Science, National Institutes of Health, May 2015, https://www.niehs.nih.gov/research/resources/bioethics/glossary/index.cfm
RISK MANAGEMENT	Identification, evaluation and minimisation or elimination of potential pitfalls that might occur and/or occurred in the process of research. ENAI

S

SCEPTICISM [IN RESEARCH]

An allegiance to empirical evidence requires that researchers maintain a degree of questioning toward research results and conclusions so that results and explanations are continually re-examined and improved.

<div align="right">Adapted from: Responsible Conduct in the Global Research Enterprise A Policy Report (2012). InterAcademy Council/IAP, http://www.interacademies.net/File.aspx?id=19789</div>

SCHOLAR

A person who engages in educational and/or research activities at any education setting.

<div align="right">ENAI</div>

SCIENTIFIC (OR ACADEMIC) FREEDOM

The institutional and government obligation to refrain from interfering in the conduct or publication of research, or in the teaching and discussion of scientific ideas.

<div align="right">Adapted from: David B. Resnik: Glossary of Commonly Used Terms in Research Ethics. National Institute of Environmental Health Science, National Institutes of Health, May 2015, https://www.niehs.nih.gov/research/resources/bioethics/glossary/index.cfm</div>

SCIENTIFIC ACTIVITY

"Creative activity that includes science, research and innovations".

<div align="right">Zinātniskās darbības likums/Law On Scientific Activity. Adopted by the Saeima and proclaimed by the President on 14.04.2005. Came into force from 19.05.2005, https://likumi.lv/doc.php?id=107337</div>

SCIENTIFIC WORK

(1) Output of intellectual activity wherein an author demonstrates knowledge using rigorous, objective, and reproducible methods.

(2) Performance of a scientist.

<div align="right">ENAI</div>

SCIENTIST

A person with expertise in a scientific domain.

<div align="right">ENAI</div>

SECONDARY SOURCE

Subsidiary work with indirect relevance.

<div align="right">ENAI</div>

SELF-PLAGIARISM

Augmented publication

A form of redundant publication by "recycling or borrowing content from authors own previous work without citation".

<div align="right">Springer. Publishing Ethics for journals: A guide for Editors-in-Chief, Associate Editors, and</div>

Auto-plagiarism *Covert duplication* *Duplicate publication* *Duplication* *Recycle [plagiarism]* *Redundant publication* *Text-recycling*	Managing Editors, 2013, http://static.springer.com/sgw/documents/1393202/application/pdf/Publication_Ethics_Guide_for_Editors_from_Springer_27052013.pdf
SELF-STEALER *Self-plagiariser*	The person who conducts self-plagiarism. ENAI
SIMULTANEOUS SUBMISSION	Submission of a paper to different journals or other publications at the same time, which can result in more than one journal or other publication publishing that particular paper. Adapted from: Elsevier. Ethics in Research & Publication. FACTSHEET: Simultaneous Submission/ Multiple, Duplicate Publication, https://www.publishingcampus.elsevier.com/websites/elsevier_publishingcampus/files/Guides/Quick_guide_SSUB02_ENG_2015.pdf
SINGLE-BLIND PEER REVIEW	A peer review process of a submitted work where reviewers are not identified to the authors. ENAI
SLACKER	Person who receives credit with little or no contribution to group work and/or forces other group members to do more than their fair share. Adapted from: McClung, E. L. & Schneider, J. K. (2015). Concept Synthesis of Academically Dishonest Behaviors. Journal of Academic Ethics, 13: 1-11.
SLICING *Segmented publication* *Salami publication* *Salami slicing* *Salami science*	Unjustified breaking up of a study into two or more publications in order to increase the number of publications. Ethical Code of Conduct for Higher Education Institutions, http://www.etikkurulu.gov.tr/Mevzuat.aspx?id=1 ENAI
SOURCE	Information originating from own / one's / others' work, either written or oral, and acknowledged using a reference. ENAI

STANDARD (noun)	Criterion, measure, touchstone, norm in order to make comparison as a reference point against which other things can be evaluated.
	ENAI

SUPPRESSION (OF DATA) *Data masking*	Subset of data falsification consisting of minimizing or omitting data which does not support desired conclusions or results.
	Personal communication with Teddi Fishman ENAI

T

TEXT-MATCHING SOFTWARE	Software that searches a text-based document and provides a list of in-text similarities and references to matching sources.
	Adapted from: Sivasubramaniam, S., Kostelidou, K. & Ramachandran, S. (2016). A close encounter with ghost-writers: an initial exploration study on background, strategies and attitudes of independent essay providers. International Journal for Educational Integrity 12: 1 DOI: 10.1007/s40979-016-0007-9
THE HAIL MARY	A final desperate or opportunistic effort, kind of subjugation by a student, made to positively influence a grade even when the likelihood of success is low and when all other options are gone.
	Adapted from: McClung E. L., & Schneider J. K. (2015). Concept Synthesis of Academically Dishonest Behaviors. Journal of Academic Ethics, 13: 1-11.
	ENAI
TRANSLATION PLAGIARISM	Translations of work published in another language without acknowledgment.
	ENAI
TRANSPARENCY	Openness about activities and related decisions that affect academia and society and willingness to communicate these in a clear, accurate, timely, honest and complete manner.
	Adapted from: International Standard ISO 26000 Guidance on social responsibility, http://www.cnis.gov.cn/wzgg/201405/P020140512224950899020.pdf
TRIPLE-BLIND PEER REVIEW	A peer review process of a submitted work where neither reviewers nor authors or editors are identified. This peer review is usually organized by an independent person (e.g. publisher or guest editor).
	ENAI
TRUST	A principle where all actors in education and research can have a firm belief in the reliability of each other to be honest, truthful and act with integrity. Therefore, actors can trust others and expect to be trusted by others.
	ETINED Council of Europe - Platform on Ethics, Transparency and Integrity in Education, Volume 2: Ethical principles. P. 40.
TRUTH	Fidelity to the reality of knowledge-related facts.
	ENAI

U

UNACCEPTED IMPOSED RISKS

Someone does not accept the risk associated with an act performed by someone else that affects them.

Adapted from: Project SATORI, Annex 1.h Ethics and Risks, http://satoriproject.eu/media/1.h-Ethics-and-Risk1.pdf

UNAUTHORIZED AID

Accessor to cheating

"A source of information or a method for obtaining information that has not been authorized".

Regulations for Academic Integrity at the University of Latvia. Approved by Senate decision No. 287, of February 25, 2013, http://www.lu.lv/fileadmin/user_upload/lu_portal/eng/general-information/documents/regulations/Regulations_for_Academic_Integrity_at_the_University_of_Latvia.pdf

UNETHICAL AUTHORSHIP

Including a person who has not contributed to the research as an author of the study; excluding a genuine contributor to the research from the list of authors of the study; changing the sequence of authors in an unjustified and improper way; removing names of contributors in later publications; using one's power to add his/her name as the author of the study without any contribution; including an author without his/her permission.

Adapted from: Intercollegiate Council Scientific Research and Publication Ethics Directive http://www.uak.gov.tr/yonetmelikler/Etikyonerge2.pdf

UNINTENTIONAL RISK EXPOSURE

Being unprotected from risks that may have resulted in any accidental losses.

ENAI

V

VALUES	Set of principles and standards.
	ENAI

VERBATIM [PLAGIARISM] *Clone [plagiarism]* *[Ctrl-C] plagiarism* *Literal copying*	Word for word copy from another source without providing attribution. Adapted from: Research Ethics: Decoding Plagiarism and Attribution in Research: Survey Summary (2013), http://www.ithenticate.com/hs-fs/hub/92785/file-318578964-pdf/docs/ithenticate-decoding-survey-summary-092413.pdf

VIRTUES	Human qualities and moral excellence.
	ENAI

VOLUNTARY RISK-TAKING	Someone is aware of and accepts the risks associated with an action of their own choice. Adapted from: Project SATORI, Annex 1.h Ethics and Risks, http://satoriproject.eu/media/1.h-Ethics-and-Risk1.pdf

W

WHISTLEBLOWING | Making a disclosure in the public interest by an internal or external person, in an attempt to reveal neglect or abuses within the activities of an organisation (or its partners) that threaten individuals, standards, quality, integrity or reputation.

Adapted from: Anti-Corruption Glossary (Transparency International), https://www.transparency.org/glossary/; The Anti-Corruption Plain Language Guide. (2009). Transparency, https://www.transparency.org/whatwedo/publication/the_anti_corruption_plain_language_guide

WINSORIZATION OF DATA | Assignment of "lesser weight to an apparently spurious outlier".

Dixon W.J., & Tukey J.W. (1968). Approximate behavior of the distribution of Winsorized t (trimming/Winsorization 2). Technometrics, 10(1): 83-98; Hall J. &Martin B.R. (2018). Towards a taxonomy of research misconduct: The case of business school. Research Policy, p. 5, https://doi.org/10.1016/j.respol.2018.03.006

WORK

Creative activity

Publication

Published work

Any original result of intellectual creative activity in the field of literature, science or art, whatever may be its artistic value, or the mode or form of its expression.

ENAI

INDEX