UNIVERSITAS AHMAD DAHLAN

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ANTI PLAGIARISM GUIDE

Anti Plagiarism Guide

A. Advances

The Master Program Management study program has a great responsibility to provide education and socialization related to the prevention of plagiarism. This is because universities are one of the producers of science. Through this guide, it is hoped that members of the *academic community* (students, lecturers and educational staff) will be able to produce quality papers and avoid elements of plagiarism. Therefore, it is necessary to understand together students and lecturers regarding plagiarism, to avoid plagiarism practices. Respecting, acknowledging and appreciating the work of others is a must in producing written works.

Science is developed based on pre-existing science. So there is no need to hesitate for anyone (academic community) when compiling scientific papers / papers, mentioning reference sources. This must be understood as intellectual honesty that will not lower the weight of our written work. Writing honestly, the reference sources used, or doing citations, it will be clear, which part of the scientific work is the idea or ideas of others, and which are our own ideas or ideas.

B. Definition of Plagiarism

Here is a definition of plagiarism from several sources that we can refer to. According to the Regulation of the Minister of National Education of the Republic of Indonesia Number 17 of 2010 it says:

*Plagiarism is an **act intentionally** or **unintentionally** in obtaining or trying to obtain credit or value for a scientific work, by citing part or all of the work and or scientific work of another party that is recognized as his scientific work, without stating the source precisely and adequately*

In *the Big Dictionary Indonesian* (2008) it is stated:

Plagiat is the taking of other people's essays (opinions and so on) and making it seem like an essay (opinion) itself.

Menurut *Oxford American Dictionary* dalam Clabaugh (2001) plagiarisme adalah *"to take and use another person's ideas or writing or inventions as one's own"*.

Menurut Reitz dalam *Online Dictionary for Library and Information Science* (http://www.abc-clio.com/ODLIS/odlis_p.aspx) plagiarisme adalah : *"Copying*

or closely imitating the work of another writer, composer etc. without permission and with the intention of passing the result of as original work"

1. Scope of Plagiarism

Based on some of the definitions of plagiarism above, the following is outlined the scope of plagiarism:

1. Quoting other people's words or sentences without using quotation marks and without mentioning the identity of the source.

2. Using the ideas, views or theories of others without identifying the source.

3. Using facts (data, information) belonging to others without mentioning the identity of the source.

4. Recognize the writing of others as their own.

5. Paraphrasing (changing someone else's sentence into their own sentence structure without changing the idea) without identifying the source.

6. Submit a scientific work that is produced and / or has been published by other parties as if it were their own work.

2. Types of Plagiarism

According to Soelistyo (2011) there are several types of plagiarism:

1. *Word for word plagiarism*. The author uses the words of other authors (exactly) without mentioning the source.

2. Plagiarism *of Source*. The author uses the ideas of others without giving enough recognition (without clearly mentioning the source).

3. Plagiarism *of Authorship*. The author acknowledges being the author of someone else's written work.

4. *Self Plagiarism*. Included in this type is the author publishes one article in more than one publication editor and recycles papers / scientific papers. What is important in *self-plagiarism* is that when taking one's own work, the creation of the new work produced must have significant changes. This means that old works are a small part of the new work produced. So that readers will get new things, which the author really pours into written works that use old works.

C. Why Plagiarism Occurs

Some acts of plagiarism occur around us. Of course this is quite a concern for all of us, so it becomes very important for us to anticipate this action. The act of plagiarism

will tarnish and blur our academic world and it is not an exaggeration if plagiarism is said to be an intellectual crime. There are several reasons for triggering or motivating factors for plagiarism, namely:

1. Limited time to complete a scientific work that is a burden on one's responsibility, so it is encouraged to *copy and paste* on the work of others.
2. Low interest in reading and interest in analyzing the reference sources owned.
3. Lack of understanding of when and how to do citations.
4. Lack of attention from teachers, professors and academic tutors to the question of plagiarism.

Whatever the reason someone commits plagiarism, it is not a justification for such actions.

Avoiding Plagiarism

Several efforts have been made by higher education institutions to prevent their academic community from plagiarism, intentionally or unintentionally. The following, prevention and various forms of supervision are carried out, among others (*Regulation of the Minister of National Education Number 17 of 2010 Article 7*):

1. Student work (thesis, thesis and dissertation) is accompanied by a stamped statement letter, which states that the scientific work does not contain plagiarism elements.
2. Higher Education leaders are obliged to upload all scientific papers produced in their university environment, such as the Garuda portal or other portals determined by the Directorate of Higher Education.
3. Dissemination related to *Law No. 19 of 2002 concerning Copyright and Regulation of the Minister of National Education Number 17 of 2010* to the entire academic community.

In addition to the forms of prevention mentioned above, as written in http://writing.mit.edu/wcc/avoidingplagiarism, there are steps that must be considered to prevent or prevent us from plagiarism, namely quoting and / or *paraphrasing*.

- **Citations**
  1. Use two quotation marks, if taking directly one sentence, mentioning the source.

2. Write a bibliography, on the works referenced, properly and correctly. What is meant is according to the guidelines set by each institution in writing a bibliography.

- ***Paraphrase***

Paraphrase while still mentioning the source. Paraphrasing is expressing other people's ideas using their own words, without changing the intent or meaning of the ideas / ideas while still mentioning the source.

D. Some Paraphrase Examples1

Original sentence 1:

"*There is now strong evidence that smoking cigarettes is linked to baldness in young women*"

Hazel *Paraphrase*:

Smoking has been linked to baldness in young women (Smith, 2004)

Original sentence 2:

The low self-monitoring person is generally more attentive to his/her internal attitudes and dispositions than to externally based information such as others' reactions and expectations (Baxter, 1983, p. 29).

Hazel *Paraphrase*:

According to Baxter (1983), if a person has a low self-monitor, then he/she tends to pay more attention to his/her attitudes, rather than to the ways others might expect him/ her to behave.

[1] Sunu Wibirama. *How to Avoid Plagiarism: learn to paraphrase your work*. Diunduh 20 Juni 2016

Universitas Gadjah Mada provides *software* to detect plagiarism to make it easier for the academic community to ensure that there are no plagiarism elements in a scientific work. *The software* is called AIMOS (*Academic Integrity MOnitoring System*). Here are the instructions for using *AIMOS* Software.

E. Tips for Writing, to Avoid Plagiarism

1. Decide which book you want to read
2. Provide some small paper (pocket-sized) and put them together with tongs.

3. Write the title of the book, author, publisher, year published, place of publication, number of pages on the front small paper

4. While reading the book, copy the main idea you get on the small pieces of paper.

5. When you're done reading the book, you focus on your notes

6. When writing articles, then if you want to quote from the book you have read, focus on note paper.

7. Develop your own sentences from the notes you make.

8. Write down the source of the citation.

9. To further ensure that our writing is far from plagiarism, you can use an application / *software* to check the level of plagiarism of the writing that we have produced. Some paid and free antiplagiarism support applications, such as *Turnitin, Wcopyfind, vyper, plagiarism-detect, AiMOS*, and so on. In addition, for citation and bibliography management you can use *Zotero, Mendeley, Endnote* and other applications

Another part of this guide, will explain in detail the use of AiMOS Software to check the plagiarism rate of a written work.

F. Plagiarism Sanctions

Law No. 20 of 2003 concerning the National Education System article 25 paragraph 2 and article 70 regulates sanctions for people who commit plagiarism, especially those that occur in the academic environment. The sanctions are as follows:

(Pasal 25) Import 2:

   College graduates whose scientific work is used to obtain academic, professional, or vocational degrees are proven to be copies of their degrees are revoked.

(Article 70):

   Graduates whose scientific work is used to obtain academic, professional, or vocational degrees as referred to in Article 25 Paragraph (2) are proven to be plagiarized shall be punished with a maximum imprisonment of two years and/or a maximum fine of IDR 200,000,000.00 (two hundred million rupiah).

Ministerial Regulation Number 17 of 2010 has regulated sanctions for students who commit plagiarism. If proven plagiarism, a student will get the following sanctions:

1. Rebuke

2. Written warning
3. Postponement of granting some student rights
4. Value cancellation
5. Honorable dismissal from status as a student
6. Dishonorable dismissal of status as a student
7. Cancellation of the degree upon having graduated from the educational process.

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