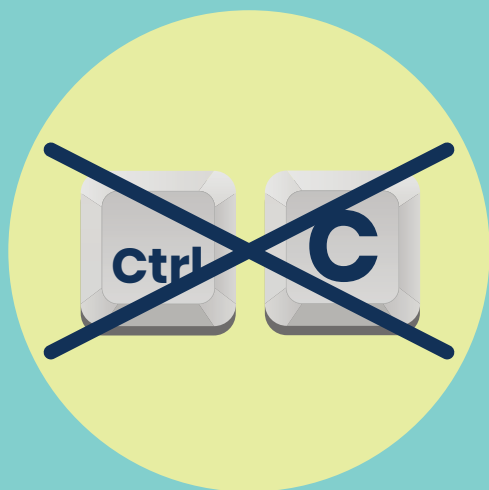# Are you safeguarding respect and reliablity?
Be original!

Respect authorship

Always give proper credit to all sources consulted and used during your research work. Acknowledging the work your research builds on is an important part of the research process and not doing it constitutes a malpractice called **plagiarism**, that is, **copying**.

Copy paste
copy paste
copy paste
copy paste
copy paste
copy paste
copy paste
copy paste
copy paste
copy paste
copy paste

Quote properly

Quoting consists of inserting somebody else's exact phrase and crediting the source in your research work.

- Use quotation marks "__".
- Mention the original authors and the source by adding their names at the end of the quotation in brackets (__) or by adding a footnote.
- Always reproduce the exact words.
- Shorten the phrase if you wish and substitute the eliminated parts with an ellipsis …
- Insert clarifying information into the quotation by surrounding it with square brackets [__]

Paraphrase properly

Paraphrasing consists of writing somebody else's ideas in your own words. The original author must be mentioned as well.

- Use your own words
- Preserve the meaning of the original text
- Use synonyms
- Include author and source

Summarise properly

Summarising means presenting the main points, facts or ideas of a text.

- Be brief and concise
- Use your own words
- Do not alter the meaning of the original
- Include the necessary references

Don't abuse quoting and paraphrasing!

For more information:
https://zenodo.org/record/3383833#.X3rO8WgzZPY

Path 2 Integrity