Students at Sciences Po Paris have to respect the rules of intellectual honesty from the beginning of their registration until the end of their curriculum. These rules are drawn in order to avoid any plagiarism, either conscious or unconscious, to give details about the techniques that are recognized in using references and to inform students about the different sanctions applied inthe event of plagiarism.

The main recognized international source is Joseph Gibaldi's MLA Handbook for writers of research papers. The technical section of Sciences Po's regulation is fully based on this document. students have to read these rules carefully and make note of the different methods they contain.

1. GENERAL DEFINITIONS

Plagiarism is « the act of taking another person's creation in the literary and artistic field and passing it off as your own. » Translation of Le Larousse definition.

The definition of the word "plagiarism" Sciences Po submits to students is the one that is cited in the Règlement de Scolarité (School Education Rules): "Plagiarism occurs when the student presents a paper in which his own thought can't be separated from other authors' thought. This happens when the student doesn't quote a group of consecutive words (starting from 5), a paraphrase or a translation, or a copied abstract" (article 12 – "Intellectual honesty").

This definition applies as a general rule to all kinds of academic work, either written or oral. Thus, plagiarism means you state that the whole work you present to your teacher is the product of your own thinking, while in fact it isn't.

Students should remember that referring to different sources isn't a sign of intellectual weakness, but the proof that you have carried out research thus adding credibility to your intellectual production. However, it is important to learn how to use your sources properly, so that your work can be considered as your own.

It isnot only words that you can take from others' work. Students should also be aware of the way in which different sources can be used.

Plagiarism might apply to the whole work the student presents, but it might also apply to one or different passages of the work. Sanctions are applicableregardless of the quantity taken from others' sources. . Plagiarism has to be considered as a kind of legal infraction of the author's rights.

2. RESPONSIBILITIES

Once the student is informed of the content of these regulations, the student is considered as fully responsible of the work he or she presents, of its scientific dimension and of the originality of his or her production.

3. URKUND

An electronic tool of plagiarism detection is used by teachers at Sciences Po to control the student's scientific/intellectual? honesty. Asa general rule, plagiarism occurs when Urkund detects five successive words taken from a source without any quotation in the context of their paper.

The teacher has an Urkund ID which he or she can communicate to students in order for them to submit their work for analysis, or he or she can use theirUrkund address on a regular basis to check that students respect the present regulations. The teacher has the responsibility to explain how Urkund is used and the way it works as a tool of plagiarism detection.

For more information about this tool, please refer to the followingweb links:

- http://www.ressources-numeriques.sciences-po.fr/outils_numeriques/anti_plagiat.htm
- http://www.sciencespo.fr/ressources-numeriques/sites/sciencespo.fr.ressources-numeriques/files/Fiche_Google_APPS_antiplagiat_urkund.pdf

4. SANCTIONS

When plagiarism is suspected or detected, the teacher informs the administration and an inquiry procedure is started.. The studentwill receive a formal convocation asking the student to provide information to defend their cause. This information is submitted to the campus director . The director of the campus studies this information which will allow him or her to make a final decision and impose sanctions, according to article 12 of the Règlement de Scolarité de Sciences Po which is given to all students at the beginning of their first academic year on the campus.

"When a case of plagiarism is detected, the student will receive a grade of 0/20 for the module. The director of IEP Paris might ask the disciplinary committee to intervene to sanction the student. In theevent of a suspected fraud or plagiarism , the disciplinary committee might be asked to intervene" (Article 12 – Honnêteté intellectuelle)

Annex: writing techniques and use of sources

5. APPENDIX: WRITING TECHNIQUES AND USE OF SOURCES

5.1 Font, size, paragraph

The most frequently used font in academic work is Times New Roman, size 12, with 1.5 or double- space, including within quotations. This enables a better readibility and allows editing where appropriate.

5.2 Pagination

Page numbers are essential in all submitted works. They allow to locate the sections of your work for editing purposes.

5.3 Layout

At thetop of the first page of your paper, you need to mention your last name and first name, your teacher's identification, the exact title of the course for which this work is requested, the academic semester involved as well as the deadline for handing in this assignment.

Your paper needs to have a general heading (Ex.: Written paper 1/ Essay 2) or a specific one (Ex.: The function of French medias in today's Islam brand development). If your title includes a book title, please underline or write it in italics (Ex.: Reading record on Fitna. Guerre au cœur de l'islam G. Kepel).

5.4 How to use a reference within the paper itselfproperly

Referring to sources in a paper is typical of any academic work.

This may involve several types:

Verbatim citations;

Paraphrasing;

Reformulating;

Summarizing;

Translating.

The following sections include a definition for each type as well as the well-established waysin which students should use sources. .

A-Verbatim citations :

When referring to a specific source to provide a definition or a point of view, whether in a neutral presentation or for criticial thinking purposes, it is absolutely necessary to place the quoted statement between quotation marks if you have borrowed it from the author and to mention the exact quote in the footnote (French standard) or within the text itself in brackets (English standard). According to the French standard, you must mention the author's name, the quoted work as well as the page number (if available) where the quotation is indicated. According to the English standard, you should only mention the author's name followed by the page number where the quote is extracted from, without any comma. If the quote is three lines long, you may mention it in the text itself. If it is longer than three lines, you need to allow text indentation for the quotation.

Here are some examples:

FRENCH STANDARD

¹ PISIER, Evelyne, *Histoire des idées politiques*, PUF, Paris, 1984, p5.

When you have already mentioned a source in accordance with the French standard, there is no need to repeat the book's title in the following notes:

If the note follows straight afterwards, insert the word Ibidem followed by the page number of the new quote:

1-   Pisier, Evelyne, Histoire des idées

politiques, PUF, Paris, 1985, p.5.

2-   Ibidem, p.35.

If other notes are mentioned between the first reference and the second one, introduce the author's name, followed by the word op.cit, and then the page number:

1-   Pisier, Evelyne, Histoire des idées

politiques, PUF, Paris, 1985, p.5.

2-   Colas, Dominique, Sociologie politique,

PUF, Paris,

3-   Pisier, op.cit., p.49

ENGLISH STANDARD:

Sample quote longer than three lines:

Religions are essential to take into consideration if you want to understand the development of the political thought. As a matter of fact,

« The two major events in the first thousand-year-old civilization zone are indisputably the political success of two revealed religions, i.e. Christianity and Islam. Their visions of the world, both close and apart, are going to have a lasting impact on both ideas and manners.» (PISIER 20)

The quote reproduces word for word the initial sentence, spelling mistakes and typos included (if you notice a mistake, mention [sic.] straight afterwards in square brackets). An exact reproduction of the form can also be found (upper case, bold, italics, underlined).

Whenever you borrow an idea from an author, it is better to quote him or her directly, without resorting to a middle source. Students should therefore look for theoriginal work in order to locate the quote properly. In case you cannot find the author's work, be as clear as possible when it comes to the reference from which you are borrowing the quote.

EXAMPLE:

Quoted by Pisier, Spinoza explains that « everybody is allowed to think what he or she wishes and to say what he or she thinks ».

In the footnote, you will mention Spinoza, Traité théologico-politique, quoted by Pisier, Evelyne, Histoire des idées politiques, PUF, Paris, 1982, p.56.

Important: You are not required to only quote words. You may also quote statistical items (tables, trends), maps, pictures and photos, caricatures, sound and visual elements. Inall cases, you must mention the sources you have relied on in order to access this information.

B- Paraphrasing;

Whenever you paraphrase, you must reproduce the structure of the initial cited sentence while using synonyms. Therefore make sure you mention the source you are relying on to develop the particular idea. This takes place in the text itself and not only in the bibliography at the end of the document.

EXAMPLE:

The monotheistic religions which have followed Judaism provide a better understanding of the political thought evolution. According to Pisier in her fundamental book entitled Histoire des idées politiques, the ways to consider the world, both close and apart, are going to have a lasting impact on both thought and morality. (1982, 20).

C- Reformulating:

Reformulating shows that you have properly understood the source which you have used. The idea is to restate the general meaning of one or several sentences, without using the initial structure. Reformulating shows that you are able to build upon your own reflection and to to strengthen an argument based on someone else's idea. You must always mention however the specific source in the text itself and not only in the bibliography at the end of the document.

EXAMPLE:

As Kepel clearly explains in his book entitled Banlieues de l'islam, a significant percentage of young Muslims' parents in the 1980s did not consider providing their children with a very strict religious upbringing. Nowadays, the whole situation has been reversed: 80 families out of 120 believe that it is of major importance to explain Islam to children as early as possible.

Even when reformulating, you have to clearly mention the source. You may insert, in the footnote or in brackets, the exact reference, and even the page number where the reformulated section can be found.

Important: Paraphrasing is inappropriate since suggesting synonyms for initial words is not considered as a significant intellectual effort on the used source. Reformulating is preferable since it shows the reflection process operated by the student regarding the meaning conveyed by the author. In English-speaking writing manuals, students should bear in mind that the English word « paraphrasing » more often refers to the French concept of « reformulating ».

D- Summarizing:

Sometimes the idea is to summarize one or several paragraphs or chapters (if not a whole book) in order to develop your own reflection process. You summarize in your own words and with your own sentence structures, however students should make sure that they mention the limits of the summarized section in the footnote or in brackets. Not mentioning the source for a summarized idea is considered a form of plagiarism.

EXAMPLE:

In the first part of his book entitled Monarchie et Islam politique au Maroc, Mohammad Tozy explores the « philosophical » context where power relationships between people and sovereign are rooted. To this end, he explains the legitimacy the chief draws from belonging to a Cherifian dynasty but he also connects this figure with Al Ghazali's approach, namely the military authority obtains the submission of the people through violence in order not to fall into fitna (p.32)

E- Translating:

You may include the translation of a section into another language in order to make yourself understand by the reader , or translate the section by our own means. In this case, it is necessary to specify that the particular section has been translated. If the student has translated it by himself or herself, he or she has to

add [Notre traduction] [Our own translation] straight after the translated section in square brackets. The books browsed in their source language have to be quoted in the language they have been consulted. If an accredited translation of the book is available, we advise students to refer to it. If not, the student must mention the original source title followed by his or her own translation, also followed by [Notre traduction] [Our own translation]. Failing to do it is considered as a form of plagiarism.

EXAMPLE:

We understand, when we read Averroès' Discours décisif, that philosophy and religion should not be considered apart from each other since « they are sisters » and that each of them « is based on » the other's principles. [Cf. Fasl almaqâl fî mâ bayna alcharia walittisâl (Discours décisif), published by Dâr al 'ilm lilmalâyîn, p.78 – Our own traduction]

5.5 Bibliography at the end of the document

The bibliography must include all documents listed in the footnotes, as well as any other sources from which you have gained inspiration. You should introduce the set of sources which have helped either directly or indirectly to produce the work.

The source is listed in a detailed manner so that the reader can find the original work easily. The layout should read as follows:

For books:

NAME, First name, Title of the book, publisher, publication place, publication date, number of pages.

For doctoral theses and academic dissertations:

NAME, First name, Title of the academic work, PhD/dissertation under the supervision of NAME, First name, Institution where the work has been handed in, submission place, submission date, number of pages.

For speciality or newspaper articles:

NAME of the author, First name, « Title of the article », Title of the source or of the newspaper (Volume / Issue), source publication place, date, page number(s) where the article was published.

For web sites:

Use the http://... address, mention the date you browsed the web site.

For Human Resources:

Interview with NAME, First name, carried out at (place), on (date).

For university courses and seminars:

Topic course, NAME of the teacher, First name, « Title of the course »,

General academic context, place, date.

5.6 Work appendices

You may introduce an original text in the appendix (if you have relied on a source in particular), while explaining where it has been found and the reason why it is listed in the appendix (for example, a whole transcripted speech, a copied-pasted web page on which the student has based his or her point of view). The documents mentioned in the appendix must be listed. If they are mentioned without any reference of any sort, a form of plagiarism is considered.

5.7 The key issue of common knowledge

Sometimes, basic information is used as the background for more specialized input. When it is encyclopaedic, the information needs to be listed (for example, please ensure that you check in an encyclopedia or in a specialized dictionary for the definition of a concept which seems to be as fundamental as democracy or macro-economy and mention its definition).

Regarding other « factual » data, including statistics, which may seem quite « obvious », you must mention the source.

5.8 References to use and not to use in an academic work

The following sources are useful:

Paper format

Reference works (classical writers)

Analysis and academic books (published by teachers, theses, research master dissertations)

Working manuals and methods

Specialized or general-purpose encyclopedias and dictionaries

Specialzed newspapers and magazines

Electronic format

Government web sites

NGO web sites

University web sites

Well-established newpapers and magazines web sites

Well-established encyclopedias web sites (listed articles only)

Blogs are not yet fully recognized as sources.The author needs to be well-knownor an explicit reference to the blog should be made in terms of accredited sources (scientific newspapers, magazines)

Human resources

Lecturers Guest lecturers

Respondents

Everyday conversations may be used as a source if they have played a specific role in the definition and development of the work. Unlike respondents and formal interviews

Academic discussions between students in a qualified environment with or without the supervision of a teacher (for example, tutoring sessions, discussion or foreign language workshops)

The explicit or implicit authorization to quote human resources is not suffisant to testify your intellectual honesty. You need to quote in accordance with the above-mentioned rules.

Important: Each student is responsible for his orher own work. Lending it or donating it to a classmate as a friendly gesture cannot prevent any copying-pasting acts that might occur afterwards. In such a case, the second student to have handed in his or her work would be guilty of plagiarism.

It is strictly forbidden to resort to the following sources:

- Web sites or HRs selling work;
- A paper submitted by a student during a previous year or semester
- A paper previously submitted by the student himself or herself but in another course or in another foreign language.

5.9 Rules related to oral assignments

It is recommanded to follow the above-mentioned rules when when preparing an oral assignment. Students should feel free to mention orally his or her sources with the « I am quoting » and « end of quote » if he or she refers to a writer and/or to the author's specific definition of a concept. Students should also mention the main sources he or she has used to build up his or her reflection.

6. REFERENCES

For further information on all the key issues discussed in this regulation, the student is invited to browse the following documents:

- Mini Manual for Using MLA Style in Research Papers;
- Gibaldi, Joseph, ed. MLA Handbook for Writers of Research Papers, 5th edition, New York, MLA, 1999.