

By decision of the Education and Research Committee on March 19, 2019

Guidelines for the Prevention of Plagiarism and Misappropriation

To all students

Points to Bear in Mind When Writing Research Papers

Graduate School of Global Studies
School of Language and Culture Studies
School of International and Area Studies
School of Japan Studies

There are certain rules that must be followed when writing research papers, reports, comment sheets or similar documents. The credibility of research papers and reports is upheld by writing conclusions that are based on the author's own research investigations and considerations. In addition, the comment sheets submitted in class are to be used for recording your own thoughts in writing. This means that unacknowledged appropriation of the work of others, or plagiarism, or requesting someone to write on your behalf or doing so for another person constitutes an act of misconduct for which you are morally and socially accountable.

Therefore, all students of the University are requested to observe the following rules when writing research reports, papers, comment sheets, or similar documents.

1. Research papers, reports, comment sheets and similar documents must be your own work. It is forbidden for students to request someone to write such a document on their behalf or for them to write such a document for someone else.

2. All research papers and reports must include a bibliography of sources (namely, all literature, data, and other information that was used for reference purposes in the writing process).

<The presentation of bibliographic information varies by culture and field. Please follow the instructions of the faculty member in charge of your class or seminar.

For general bibliographic information, please refer to University Library website

<http://www.tufs.ac.jp/library/guide/literacy/2005/2-6-6.htm> >

If the information is found on the internet, the URL and the date of reference should be clearly indicated. If there is no clear academic basis for information found on the internet, including sources or references, this information should be disregarded as lacking academic value and should not be used as a reference.

3. It is plagiarism to use someone else's ideas as your own without clearly indicating the source. For example, you should under no circumstances write a research report or paper by copying text from an internet page without indicating the source, or reproduce text from a printed document as if it were your own work. In addition, when you translate and quote from a foreign-language text, you must clearly indicate that you have translated this text yourself, and if necessary, cite the original text as well. Please follow the guidance of your academic advisor or the instructor in your major's language on how to present cited text.

Failure to follow the above rules shall be deemed to be an act of misconduct or a violation of your duties as a student, and you will be subject to sanctions in accordance with the rules and regulations of the University.