

# Glossary for Academic Integrity

## Report

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**Erasmus+ project “European Network for Academic Integrity”**

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Project consortium:



**HOW TO CITE**

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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.

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## 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. 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 41 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.

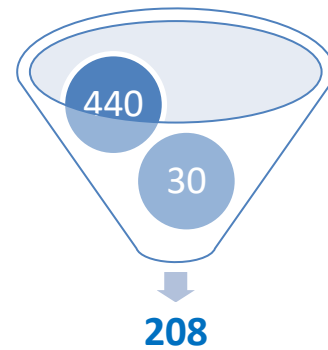


Figure 1: Refinement of the glossary

In summary, the glossary contains 208 terms presented in alphabetical order. Figure 2 illustrates how each entry of the glossary is formatted.

TERM	Definition	Source
<i>Synonyms</i>		

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.

CÓDIGO PENAL PORTUGUÊS, <http://www.codigopenal.pt/>

ENAI

#### **ACADEMIC** (adjective)

Practiced by individuals or institutions in an education, research or scholarship setting.

ENAI

#### **ACADEMIC** (noun)

Academician

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

ENAI

#### **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).

Jordan, S. R. (2013). Conceptual Clarification and the Task of Improving Research on Academic Ethics. *Journal of Academic Ethics*, 11: 243-256.

#### **ACADEMIC ETHICS**

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

ENAI

#### **ACADEMIC FRAUD**

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

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>

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#### **ACADEMIC INTEGRITY**

Compliance with ethical and professional principles, standards and practices by individuals or institutions in education, research and



	scholarship.	ENAI
<b>ACADEMIC INTEGRITY COMMITTEE</b>	Body which considers evidence and makes decisions about breaches of academic integrity.	ENAI
<b>ACADEMIC MISCONDUCT</b> <i>Academic malpractice</i>	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
<b>ACCOUNTABILITY</b>	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
<b>AGGREGATOR</b> <i>Patch-writer</i> <i>Plagiarist</i>	Someone includes proper citation in the paper, but the paper contains almost no original work.  Defining Plagiarism: The Plagiarism Spectrum. White Paper, n.a., <a href="http://turnitin.com/assets/en_us/media/plagiarism_spectrum.php">http://turnitin.com/assets/en_us/media/plagiarism_spectrum.php</a>	
<b>ANONYMOUS AUTHORSHIP</b> <i>Anonymised authorship</i>	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, <a href="http://vvc.gov.lv/export/sites/default/docs/LRTA/Likumi/Copyright_law.pdf">http://vvc.gov.lv/export/sites/default/docs/LRTA/Likumi/Copyright_law.pdf</a>	
<b>ANONYMOUS WORK</b>	(1) A work where the author cannot be identified. (2) A work where the author is intentionally anonymised.	ENAI
<b>ANTI-WHISTLEBLOWER</b>	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. <i>Journal of Academic Ethics</i> , 13: 1-11.	ENAI

<b>AUDIT</b> (noun)	A purposeful formal review process.	ENAI
<b>AUGMENTED PUBLICATION</b> <i>Auto-plagiarism</i> <i>Covert publication</i> <i>Duplicate publication</i> <i>Duplication</i> <i>Recycle [plagiarism]</i> <i>Redundant publication</i> <i>Self-plagiarism</i> <i>Text-recycling</i>	Instead of creating an original piece of work, the author adds insignificant additional data and/or information to his/her previously published work and changes title, modifies aim of the study, and recalculates results. Also, it is the omission of cross-citation to 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.	ENAI
<b>AUTHOR</b> <i>Creator</i>	A person (either individual or organisation) who created or contributed to the creation of original work.	ENAI
<b>AUTHOR'S ETHICAL RIGHTS</b>	“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, <a href="https://www.spautores.pt/assets_live/165/codigododireitodeautorcdadclei162008.pdf">https://www.spautores.pt/assets_live/165/codigododireitodeautorcdadclei162008.pdf</a>	
<b>AUTHOR'S PATRIMONIAL RIGHTS</b> <i>Author's material rights</i>	“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, <a href="https://www.spautores.pt/assets_live/165/codigododireitodeautorcdadclei162008.pdf">https://www.spautores.pt/assets_live/165/codigododireitodeautorcdadclei162008.pdf</a>	
<b>AUTHORSHIP</b>	Attribution of authors credits.	ENAI
<b>AUTHORSHIP ABUSE</b>	Any kind of authorship attribution not based on genuine contribution.	ENAI

**AUTONOMY**

The freedom to decide and practice independently.

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**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.

Scientist's Code of Ethics. Accepted at the meeting of the Senate of the Latvian Academy of Sciences on 4 November 1997 (resolution No.49.2) and at the meeting of the Latvian Council of Science on 11 November 1997 (resolution No.11-4),  
[http://www.lzp.gov.lv/index.php?option=com\\_content&task=view&id=149&Itemid=113](http://www.lzp.gov.lv/index.php?option=com_content&task=view&id=149&Itemid=113)

# 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.

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## **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](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.

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# C

## **CC-BY**

*Creative Commons*

“You can share, copy, distribute, transmit, and remix a work for commercial purposes as long as you attribute the work”.

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

## **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\\_guide](https://www.transparency.org/whatwedo/publication/the_anti_corruption_plain_language_guide)

## **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](http://turnitin.com/assets/en_us/media/plagiarism_spectrum.php)

**CO-AUTHORS**

*Joint authorship*

Two or more persons (either individuals or organisations) who created or contributed to creation of original work.

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](http://vvc.gov.lv/export/sites/default/docs/LRTA/Likumi/Copyright_law.pdf)

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\\_guide](https://www.transparency.org/whatwedo/publication/the_anti_corruption_plain_language_guide)

**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, nonché delega al Governo per incentivare la qualità e l'efficienza del sistema universitario", <http://www.camera.it/parlam/leggi/102401.htm>

**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**

Situation when two or more members of the academic community work together on what is supposed to be an individual assignment or task in order to deceive.

**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.

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**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 CHEATING**

*Essay mills*

*Paper mills*

Form of misconduct when a person uses a third party to assist them to produce work, whether or not payment or favour is involved.

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**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.

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**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.

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**CORPORATE  
AUTHORSHIP**

Authorship is attributed to an organisation or project.

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**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](https://www.transparency.org/whatwedo/publication/the_anti_corruption_plain_language_guide)

**COVERT  
DUPLICATION**

*Augmented publication*  
*Auto-plagiarism*

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

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.



*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**

*Crib sheet*

*Cheat sheet*

A piece of information (either on paper or technologically) used for helping to remember facts, formulae and other useful information.

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**CULTURE OF  
ACADEMIC  
INTEGRITY**

The individual, group and/or institutional behaviours, values, beliefs, attitudes and characteristics promoting and following academic integrity.

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# D

<b>DATA</b>	Recorded facts.	ENAI
<b>DATA FABRICATION</b>	Making up data and using them as if genuine.	ENAI
<b>DATA FALSIFICATION</b>	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, <a href="http://static.springer.com/sgw/documents/1393202/application/pdf/Publication_Ethics_Guide_for_Editors_from_Springer_27052013.pdf">http://static.springer.com/sgw/documents/1393202/application/pdf/Publication_Ethics_Guide_for_Editors_from_Springer_27052013.pdf</a>	ENAI
<b>DATA IMPUTATION</b>	Filling in or replacing missing or lost data.	ENAI
<b>DATA MANAGEMENT</b>	“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, <a href="https://www.niehs.nih.gov/research/resources/bioethics/glossary/index.cfm">https://www.niehs.nih.gov/research/resources/bioethics/glossary/index.cfm</a>	
<b>DATABASE</b>	A collection of works, data or other materials, which are arranged in a systematic way and are accessible by electronic or other means.  Autortiesību likums/Copyright Law. Adopted by the Saeima and proclaimed by the President on 06.04.2000. Came into force from 11.05.2000, <a href="http://vvc.gov.lv/export/sites/default/docs/LRTA/Likumi/Copyright_Law.pdf">http://vvc.gov.lv/export/sites/default/docs/LRTA/Likumi/Copyright_Law.pdf</a>	
<b>DERIVATIVE WORK</b>	Adapted (e.g. contextualised, extended) original work that is duly acknowledged or authorised.	ENAI
<b>DILEMMA</b>	State of uncertainty requiring a choice between similarly unfavourable options.	

**DIPLOMA 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/](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.

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# E

## **ETHICAL 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](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](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 the 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](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](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>

**FREWARE**

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 AND GUEST AUTHORSHIP**

*Honorary authorship*

‘Guest’ or ‘gift’ authorship refers to the practice of naming an individual that 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*  
*Corresponding author*

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

## **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

## **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]**

Researchers should be independent and objective 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](https://www.nsf.gov/od/oise/Code_Conduct_ResearchIntegrity.pdf)

## **INDIVIDUAL INTEGRITY**

“Consistency between words and actions, meaning that a person has a conscious and consistent system of values that are congruent with institutional values, which serves as guidance for making decisions and taking actions”.

Project SATORI, Annex 1.e Institutional Integrity, <http://satoriproject.eu/media/1.b-Research-integrity.pdf>

## **INFORMATION**

Contextualised data.

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**

*Institutional independence*

Right of an institution to act autonomously/independently and to be responsible for the consequences of actions by members of the institution.

ENAI

**INTEGRITY**

Compliance with ethical principles and practices, that serves as guidance for making decisions and taking actions, by individuals or institutions.

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**

*404 Error [plagiarism]*

*Falsifying references*

*False credentials*

Referencing either an expired link or a non-existent source.

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>

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.

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, information, and skills acquired through experience or education.

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'

“Building on a previous publication with new data that would not be publishable alone”.

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

## MISLEADING ATTRIBUTION

*Ghost authorship*

An inaccurate list of authors.

ENAI

## MISMANAGEMENT OF 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

A moral norm is usually derived from one or more moral values, and is a more specific standard that prescribes 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](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 without receiving proper permission or 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*

*Duplicate submission*

*Recycle [plagiarism]*

*Self-plagiarism*

*Text-recycling*

Adapted from: IEEE. Publishing Policy,  
[http://www.ieee.org/publications\\_standards/publications/journalmag/ieee\\_publishing\\_policy.pdf](http://www.ieee.org/publications_standards/publications/journalmag/ieee_publishing_policy.pdf)

**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](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”.

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

## **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) (e. g. monographs, research methodology, research data, works of students, education materials, etc.).

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

ENAI

## **OPEN PEER REVIEW**

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

ENAI

## **ORIGINAL** (noun)

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

Personal communication with Teddi Fishman

ENAI

# P

## **PAPER MILL**

*Degree mill*  
*Diploma mill*  
*Contract cheating*

Organisation for producing false academic documents for gaining benefits.

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](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**

*Aggregator*  
*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](https://www.transparency.org/whatwedo/publication/the_anti_corruption_plain_language_guide)

ENAI

## **PEER REVIEW**

Peer review is 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/>

<b>PERSONAL BENEFIT</b>	<p>Acknowledgement of the extent to which an action produces beneficial consequences (in material or immaterial forms) for the individual in question.</p> <p>Internet Encyclopedia of Philosophy. A Peer-Reviewed Academic Resource, <a href="http://www.iep.utm.edu/ethics/#SH3a">http://www.iep.utm.edu/ethics/#SH3a</a></p> <p>ENAI</p>
<b>PERSONAL DATA PROTECTION</b>	<p>Security of personal data; anonymity, privacy, confidentiality.</p> <p>ENAI</p>
<b>PIRACY</b>	<p>Appropriation of ideas, data, or methods from others without permission or acknowledgment, particularly relating to the music industry and IT sector.</p> <p>White Paper on Promoting Integrity in Scientific Journal Publications, <a href="http://www.medwave.cl/medios/Editorial/DocsPolsEdit/entire_whitepaper.pdf">http://www.medwave.cl/medios/Editorial/DocsPolsEdit/entire_whitepaper.pdf</a></p> <p>ENAI</p>
<b>PLAGIARISM</b> <i>Cribbing</i>	<p>Plagiarism is presenting the work of others as if it were his/her own without proper acknowledgment.</p> <p>ENAI</p>
<b>POLICY TO ENHANCE ACADEMIC INTEGRITY</b>	<p>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.</p> <p>HEA policy on academic integrity, <a href="https://www.heacademy.ac.uk/system/files/supportingacademicintegrity_v2_0.pdf">https://www.heacademy.ac.uk/system/files/supportingacademicintegrity_v2_0.pdf</a></p>
<b>PRINCIPLES</b>	<p>A set of values and concepts for guiding behaviour.</p> <p>ENAI</p>
<b>PRIMARY SOURCE</b>	<p>Definitive work of direct evidence.</p> <p>ENAI</p>
<b>PROOFREADING</b>	<p>Checking of written work to correct grammatical errors and improve readability.</p> <p>ENAI</p>

**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

**PUBLIC LENDING**

*Public display*

“An action by the user of the original or a copy of the work of an author, the fixation of a performance, a phonogram or a film, by means of which the object of copyright or related rights is made available through the intermediation of a publicly accessible institution to an unlimited number of people for a limited period of time, not for the purpose of gaining direct or indirect economic or commercial benefit”.

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](http://vvc.gov.lv/export/sites/default/docs/LRTA/Likumi/Copyright_law.pdf)

**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](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 publication*

*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 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](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.

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

## **SCHOLAR**

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

ENAI

## **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.

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>

## **SCIENTIFIC ACTIVITY**

“Creative activity that includes science, research and innovations”.

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=107340>

## **SCIENTIFIC WORK**

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

(2) Performance of a scientist.

ENAI

## **SCIENTIST**

A person with expertise in a scientific domain.

ENAI

## **SECONDARY SOURCE**

Subsidiary work with indirect relevance.

ENAI

## **SELF-PLAGIARISM** *Augmented publication*

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

Springer. Publishing Ethics for journals: A guide for Editors-in-Chief, Associate Editors, and

*Auto-plagiarism*  
*Covert publication*  
*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](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.

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**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](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**

“Receiving credit with little or no contribution to group work. Forcing other group members to do more than their fair share”.

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>

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**SOURCE**

Information originating from own / one's / others' work, either written or oral, and acknowledged using a reference.

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**STANDARD** (noun)

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

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**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.

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## **TRANSLATION PLAGIARISM**

Translations of a paper 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).

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## **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](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*

Copying of words and works of another author without providing proper 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](https://www.transparency.org/whatwedo/publication/the_anti_corruption_plain_language_guide)

## **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

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