

# Policy on Intellectual Integrity, Plagiarism, and Documentation<sup>1</sup>

## Department of International Relations Lehigh University

Last revised:  
February 6, 2021

All written work submitted for credit in the Department of International Relations must meet the standards of intellectual integrity described in this document. Standards for in-class exams are described in the Lehigh University *Student Handbook* (July 1, 2015), pages 15-16.

Violations of academic integrity are a serious offense. Instructors may impose penalties at their own discretion, up to a maximum of a grade of F for the course. Furthermore, violations will be reported to the Office of Student Conduct and investigated thoroughly by a panel of peers, professors, and administrators. Sanctions imposed by the panel may include academic probation, suspension, and even expulsion.

Consult your instructor if you are uncertain about any intellectual integrity issue.

### Plagiarism

Plagiarism is defined as failing to give appropriate credit to the source of any words, ideas, or factual information used in your written work. This includes:

- Facts that you would expect to be obscure to a well-educated reader who is not a specialist on the issues covered by the assignment.
- Interpretations of facts that could be debatable or controversial.
- Theories, ideas, or insights that are not original to you.
- Any quotation or paraphrase, regardless of its content.

Sources include, but are not limited to, the following: articles, books, documents, verbal statements, broadcasts, films, music, interviews, personal conversations, class lectures, study guides, and computer programs.

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<sup>1</sup> This document draws heavily on a comparable document published by the Lehigh English Department, the Modern Language Association's *MLA Handbook for Writers of Research Papers*, 7<sup>th</sup> ed. (New York: Modern Language Association, 2009), and Stephen Van Evera, *Guide to Methods for Students of Political Science* (Ithaca: Cornell University Press, 1997).

## Quoting and Rewriting/Paraphrasing

When using information from any source, you have two options:

- Quoting. To quote directly from a source, you must replicate the exact language of the original and enclose it in quotation marks. If you need to add words for clarity, or to change the capitalization or verb tense for consistency, enclose the changes in brackets. If you need to omit words to shorten a quotation, use ellipses (three dots) in place of the removed words. *Never do anything to change the substantive meaning of the quotation.*
- Rewriting/paraphrasing. To use information from a source without quoting directly from it, you must rewrite that information in your own words. *You cannot use the original language with just a few changed words; your writing has to be substantially different from the original.*

In *both* cases, you *must* cite your sources.

## Citation Types and Formatting

There are two main types of citation: 1) in-text citations, which require a “Works Cited” section at the end of the paper, consisting *only* of works that you cited, and 2) footnoted citations.

Whichever type of citation you use, it must be formatted correctly. Use the format required by your instructor, and follow it strictly throughout your paper. If your instructor does not specify which format to use, choose from one of these two:

- “MLA style.” See The Modern Language Association of America, *MLA Handbook*, 9th ed. (New York: Modern Language Association, 2021).
- “Chicago style.” See The University of Chicago Press Editorial Staff, *The Chicago Manual of Style*, 17th ed. (Chicago: University of Chicago Press, 2017).

Note that both formats treat web sites in most ways as ordinary documents, with the URL serving in place of the publisher information. Always try to identify the author of the web page. If no individuals are listed, use the copyright owner or website host. Also include the date that you accessed the site, since not all web-based material remains accessible indefinitely.

## Individual Responsibility

All written work submitted for credit in the Department of International Relations must be your own.

- You may not turn in as your own work any materials written for you by another person or computer program, whether purchased or not, and regardless of how large or small a portion of the work that you submit was obtained in such ways.
- You may not submit any part of a paper that you originally wrote for any other course, or even draw material drawn from it, without first obtaining permission from your instructor and then reporting the extent of the borrowing.
- You may seek assistance in editing for spelling, style, or grammar, so long as the assistance does not affect the substantive content of the work.
- Do not overuse quotations. Unless your instructor tells you otherwise, quotations should not constitute more than 20% of the word count of your paper.

Instructors may sometimes permit specific forms of collaboration, such as for group projects. In those cases, follow your instructor's directions for attributing authorship.

## Instructor Authority

Instructors in particular courses may demand stiffer requirements on certain points, or they may relax standards for certain assignments (for instance, short essays may not always be held to the same standards as research papers). Your instructor will inform you of such exceptions.

In determining what practices are permitted or required in any given course, the instructor's authority is always paramount, superseding anything in this document or elsewhere.