

Indian Institute of Advanced Study, Shimla

Plagiarism Policy

The Institute publishes four journals; two in Hindi and two in English, besides, monographs and conference proceedings. A plagiarism policy outlines the standards and procedures for ensuring that all content published is original and properly attributed. It highlights the guidelines for author and editorial board on plagiarism and its consequences

1 Plagiarism Policy

Plagiarism involves the unethical replication of another person's ideas, methods and findings without proper attribution to the original creator and source. Similarly, self-plagiarism transpires when an individual reuses significant portions of their own previously published material without appropriate citation. This can range from getting the same manuscript published in multiple journals to modifying a previously published manuscript with some new data

The institute is strictly against any unethical act of copying or plagiarism in any form. Plagiarism is identified when substantial sections of a manuscript are replicated from previously published sources. To ensure adherence to this policy, all manuscripts submitted for journal publication will undergo plagiarism detection through the use of appropriate software

Articles/manuscripts found to be plagiarized during initial stages of review shall be rejected outright and excluded from consideration for publication in the journal. In case articles/manuscripts are found to be plagiarized and exceed acceptable limits, they will be rejected.

1.1 Plagiarism Detection

Plagiarism detection software shall be used as a tool for ensuring academic and professional integrity. By utilizing such tools, the Institute shall compare the submitted article against a vast database of existing content to identify any instances of potential plagiarism

All submitted articles will undergo plagiarism detection. The contributors are expected to submit the article after plagiarism check and attach the copy of the report along with the submission of article.

The Fellows are also advised to submit the monograph after plagiarism check along with the copy of the plagiarism report

2 Level of plagiarism

The level of plagiarism can vary depending on several factors, including the extent to which the original work has been copied or used without proper attribution and the intent of the person committing the plagiarism. There are different levels of the plagiarism. They are:

2.1 Acceptable Similarity

The plagiarism policy for publication stipulates that submitted articles/manuscripts must demonstrate originality and scholarly integrity. The Fellows/ authors have to submit original research, providing proper citations according to guidelines. The Plagiarism detection software will be used to assess manuscripts, articles with an acceptable threshold for similarity set at a maximum of 10%.The similarity report of up to 10% shall be acceptable for publication. Articles/Manuscripts exceeding this threshold will undergo further review, and authors may be required to revise or provide proper attribution for the section reported plagiarized

2.2 Minimal Plagiarism

This may involve small instances of copying, such as using a few sentences or phrases from a source without proper citation. If a paper is still in peer review stage, it may be returned to the author with a request that they address the issues through appropriate citation, use of proper quote marks or re-writing. Similarities of 10-20% shall be considered as minimal plagiarism. The Author/Fellow found to have engaged in plagiarism with 10-20 % similarity shall be asked to reframe/edit/rewrite, assign proper citation and re-submit within 7 days failing which it shall not be considered for publication

2.3 Moderate Plagiarism:

It indicates more substantial copying, including significant portions of text or ideas from other works without proper citation, copying entire paragraphs or sections of a source without proper attribution. This is a more serious offense and may result in rejection of the work or require significant revisions, accompanied by warnings or restrictions on future submissions. Similarities up to 20% - 30 % may be considered under this category. The author shall be asked to re-submit after proper attribution, acknowledgements, citation, and reframe the text within fifteen days (15), failing which it shall not be considered for publication and the author shall be debarred from submitting the article/manuscript for a period of one year

2.4 **Severe Plagiarism:** This involves extensive or deliberate copying of large sections or entire chapters from other works without appropriate acknowledgment. Similarity report of above 30% will be considered as severe plagiarism and shall straightaway be rejected. The Institute shall not consider the article and manuscript for review and reject it outright

3 **Fact Finding Committee (FFC):** The Institute will constitute a Fact Finding Committee (FFC) to investigate cases of plagiarism. The composition of the five member Fact Finding Committee(FFC) shall be as given below:

a. **Director:** Chairman – Head of the Institute

b. **Member :** One member from editorial board

c. **Member:** Secretary of the Institute and two Fellows of the Institute

3.1 The FFC shall follow the principles of natural justice while deciding about the allegation of plagiarism against the Fellow, Associates and contributors of articles to the journal

3.2 The FFC shall have the power to assess the level of plagiarism and recommend penalty(ies) accordingly

3.3 The FFC after investigation shall submit its report with the recommendation on penalties to be imposed within a period of 45 days from the date of receipt of complaint/initiation of the proceedings

3.4 The FFC shall send the report after investigation and the recommendation on penalties to be imposed, to the Director within a period of 45 days from the date of receipt of complaint

3.5 The FFC shall provide a copy of the report to the person(s) against whom inquiry report is submitted

4 Policy and Action for Plagiarism

The Institute respects intellectual property and aims at protecting and promoting original work of its authors. Articles/manuscripts containing plagiarized material are against the standards of quality, research and innovation. Hence, all authors submitting articles to journal are expected to abide with ethical standards and abstain from plagiarism, in any form. In case an author is found to have plagiarized in a submitted or published manuscript, or on receipt of complaint of plagiarism of a published work, the Institute shall take the following action:

4.1 In exceptional circumstances, IIAS reserves the right to remove an article, chapter, book or other content from the Institute's web site. Such action may be taken when:

- a. The Institute notices or receives a complaint that certain content is defamatory, infringes a third party's intellectual property right, right to privacy, or other legal right, or is otherwise unlawful;
- b. Instruction from court or government order requiring removal of such content

4.2 The moment any article published is reported to be plagiarized or on receipt of a complaint of plagiarism, the Institute will refer it to a Fact Finding Committee (FFC) to investigate the same. Upon having established that the article/manuscript is plagiarized from some previously published work, the institute shall take following immediate actions or follow the additional course of actions as recommended by the FFC:

- a. The Institute shall contact the author(s) to submit his/her (their) explanation within two weeks, which may be referred to the Fact Finding Committee (FFC) for further course of action. If the Institute does not receive any response from the author within the stipulated time period, then the Director/Institution with which the author is affiliated shall be contacted to take strict action against the person concerned

- b. If any published article/manuscript is found to contain evidence of plagiarism and identified as a potentially serious issue, on the recommendation of the FFC , it shall be completely retracted from the website and the Institute shall immediately contact the head of the Institution or Organization to which the author(s) is (are) affiliated, to take strict action against him/her/them
- c. The Institute shall remove the PDF copy of the published article/manuscript from the website. The term Plagiarized article/Manuscript shall be appended to the published article/manuscript title
- d. An article shall also be retracted if it violates the publication/editorial policy. The original article shall be marked as retracted, and the retraction statement bi-directionally linked to the original published paper. Retraction statements will typically include a statement of assent or dissent from the authors
- e. The Institute shall debar the author from all academic events of the Institute and reject all future submissions from the author
- f. The Institute shall publish the list of such authors along with their full contact details on its website
- g. Any other course of action as recommended by the Committee or as deemed fit for the specific case or as decided by the Editorial Board from time to time

2. Guidelines for authors: The authors and editorial board are advised to follow the following guidelines for the submission and selection of articles /monograph

The Institute's publication policy on plagiarism emphasizes the importance of upholding academic integrity, protecting intellectual property rights, and maintaining trust within the scholarly community. It includes clear guidelines for authors for submission of papers, citation, plagiarism detection mechanisms, and consequences for violations, ensuring that published works meet ethical standards and contribute meaningfully to knowledge dissemination

4.1 Originality requirement: All authors and contributors are expected to submit original work that has not been published elsewhere. In publications, an originality requirement serves as a foundational principle, demanding that all submitted work be novel and distinct from existing literature within the field

4.2 Citation Guidelines

Authors are advised to meticulously document all references, quotations, and borrowed ideas, adhering to specified citation i.e .MLA, or Chicago or APA

4.3 Attribution of Sources

In publications, attribution of sources is the fundamental practice of acknowledging and crediting the original creators of information, ideas, or data utilized within the text. The authors are advised to provide clear and accurate references for quotations, paraphrases, and any other borrowed content, ensuring transparency, integrity, and respect for intellectual property

4.4 Plagiarism Check

The authors have to submit the article after the plagiarism check, using suitable and available software, along with the report and declaration stating that the article has been submitted after the plagiarism check. Submitted articles shall go through rigorous scrutiny and review process to prevent duplication or appropriation of others' work.

5. Exemption:

Certain content will be exempted from the charge of plagiarism even though they are reproductions of other works. The said exemptions are as follow:

- 5.1 Quoted work which is either in the public domain or has been attributed adequately or permission has been granted for its use.
- 5.2 All references, table of content, preface, acknowledgement, and bibliography are exempted.
- 5.3 Similar content which is minor.
- 5.4 Standard equations and symbols, laws and generic terms.
- 5.5 Verbatim material enclosed in quotation marks

References:

1. University Grants Commission Notification (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions Regulation 2018 . New Delhi, The Gazette of India. 23rd July, 2018
2. UGC Rules Regarding Plagiarism by Indian Academicians.
3. <https://blog.iplayers.in/ugc-rules-regarding-plagiarism/>

The following committee members prepared the draft plagiarism policy of IIAS.

1. ***Dr. Ramanathan Srinivasan , Fellow***
2. ***Dr. Pramod Pathak, Fellow***
3. ***Prof. Malati Mathur, Fellow***
4. ***Prem Chand, Librarian***

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