

Quotations and acknowledgement of the sources: measures against plagiarism

Charles University in Prague, Faculty of Social Sciences

Dean's Provision no. 18/2015

Title:

Quotations and acknowledgement of the sources: measures against plagiarism

In effect from:

May 15, 2015

In Prague on 4 May, 2015

PhDr. Jakub Končelík, Ph.D.

Dean of the Faculty

1. Correct quotations and acknowledgement of all used sources including data about information adopted from any sources (including Internet and other electronic media) is not only a precondition for obeying copyright laws and copyright acts but also one of the principal rules of ethics in an academic work.
2. When working with any specialized texts (such as seminar and annual theses, bachelor's and master's diploma theses, state doctoral theses, articles, and other publications), it is necessary to credit all the sources and present someone else's work with quotation marks. It is desirable to conform to the following norms:
 - ČSN ISO 690 (01 0197) Bibliographic quotations. Content, form, structure.
 - ČSN ISO 690-2 Bibliographic quotations – Part 2: Electronic documents or their parts. When dealing with larger specialized works it is desirable to conform to the rules contained in ČSN ISO 5966 (01 0173). The format of academic and technical reports and in ČSN ISO 7144 Format of the dissertations and similar documents. For more details, visit <http://knihovna.czweb.org/clanek/citace.php>.
1. Presenting larger or even shorter passages of specialized and other works of another without properly acknowledging the source, or presenting source materials or empirical data without crediting the source constitutes plagiarism. In such case, an author presents work of another as his own.
2. Such an act can be constituted as plagiarism, which is a gross violation of the rules governing studies at the FSV UK and is a major violation of the rules of academic

ethics. Also, such an act constitutes willful misconduct and will be penalized in accordance with Disciplinary Regulations of the faculty.

3. The author may exceptionally use his/her earlier texts in seminar or qualification thesis. If the author uses his/her thoughts from earlier texts, they must be cited like the thoughts of other authors. In the event that the author violates this rule, it constitutes plagiarism. Moreover, it is not allowed to publish de facto substantively identical texts in seminar and qualification theses. Assessment of commonalities of the text in accordance with the previous sentence in seminar theses falls under the competence of the teacher of the course and in case of qualification theses under the competence of the Committee for bachelor's or master's, dissertation or doctoral state examinations.

This measure comes into effect on 4 May, 2015 and annuls measures no. 5/2006

Responsible for the accuracy:

Petr Soukup

Vice-Dean for Student Affairs,

Statutory Deputy Dean

PhDr. Jakub Končelík, Ph.D.

Dean of the Faculty