Glossary for Academic Integrity
Report

1/31/2018
Erasmus+ project “European Network for Academic Integrity”
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**Project consortium:**

**How to cite**

ISO 690

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.

ACKNOWLEDGEMENTS

The authors of this publication gratefully acknowledge:

- The financial support for this work provided by the Erasmus Plus Programme (agreement No. 016-1-CZ01-KA203-023949).
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- The contributions of the whole consortium during the project meetings in Bratislava, Brno and Maribor. Finally, the authors thank Irene Glendinning for proofreading of this publication.

LEGAL NOTICE

The sole responsibility for the contents of this publication lies with the authors. Their opinion does not necessarily reflect that of the European Union. The European Commission is not responsible for any use that may be made of the information contained herein.
## CONTENT

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preface</td>
<td>4</td>
</tr>
<tr>
<td>Methodology</td>
<td>5</td>
</tr>
<tr>
<td>Glossary</td>
<td>7</td>
</tr>
<tr>
<td>Index</td>
<td>47</td>
</tr>
</tbody>
</table>
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.
METHODODOLOGY

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.

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

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.

ACADEMIC (adjective)

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

ACADEMIC (noun)

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

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).


ACADEMIC ETHICS

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

ACADEMIC FRAUD

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


ACADEMIC INTEGRITY

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

ACADEMIC INTEGRITY COMMITTEE

Body which considers evidence and makes decisions about breaches of academic integrity.

ACADEMIC MISCONDUCT

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.

ACCOUNTABILITY

The concept that individuals and institutions are held responsible for performing their activities properly and realising their answerability of the outcomes to all stakeholders.

AGGREGATOR

Someone includes proper citation in the paper, but the paper contains almost no original work.

Anonymous authorship

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".

Anonymous work

(1) A work where the author cannot be identified.
(2) A work where the author is intentionally anonymised.

ANTI-WHISTLEBLOWER

An individual who is either not reporting and/or preventing another person from reporting alleged/known misconduct.

<table>
<thead>
<tr>
<th><strong>AUDIT</strong> (noun)</th>
<th>A purposeful formal review process.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AUGMENTED PUBLICATION</strong></td>
<td>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.</td>
</tr>
<tr>
<td><em>Auto-plagiarism</em></td>
<td></td>
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<tr>
<td><em>Covert publication</em></td>
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<tr>
<td><em>Duplicate publication</em></td>
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<td><em>Duplication</em></td>
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<tr>
<td><em>Recycle [plagiarism]</em></td>
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<tr>
<td><em>Redundant publication</em></td>
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<tr>
<td><em>Self-plagiarism</em></td>
<td></td>
</tr>
<tr>
<td><em>Text-recycling</em></td>
<td></td>
</tr>
<tr>
<td><strong>AUTHOR</strong></td>
<td>A person (either individual or organisation) who created or contributed to the creation of original work.</td>
</tr>
<tr>
<td><em>Creator</em></td>
<td></td>
</tr>
<tr>
<td><strong>AUTHOR’S ETHICAL RIGHTS</strong></td>
<td>“The right to vindicate the ownership of work and assure its integrity and genuine status”.</td>
</tr>
<tr>
<td><em>Author’s material rights</em></td>
<td></td>
</tr>
<tr>
<td><strong>AUTHOR’S PATRIMONIAL RIGHTS</strong></td>
<td>“Exclusive rights to dispose of their own work, to use it or authorize its use by third parties, totally or partially”.</td>
</tr>
<tr>
<td><strong>AUTHORSHIP</strong></td>
<td>Attribution of authors credits.</td>
</tr>
<tr>
<td><strong>AUTHORSHIP ABUSE</strong></td>
<td>Any kind of authorship attribution not based on genuine contribution.</td>
</tr>
</tbody>
</table>
AUTONOMY
The freedom to decide and practice independently.

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
| **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.  
ENAI |
| **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/  
| **BUSINESS ETHICS** | Choice making around "right" and "wrong" values and behaviour in business and industry.  
ENAI |
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”.


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.


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’”.


CLONE

An act of submitting and / or publishing another’s work, word-for-
[PLAGIARISM]

Literal copying

[Ctrl-C] plagiarism

Verbatim plagiarism

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

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/


https://www.transparency.org/whatwedo/publication/the_anti_corruption_plain_language_guide

ENAI

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.


ENAI

COERCION

AUTHORSHIP

An authorship that is demanded rather than voluntarily awarded.


ENAI

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

COMPILED WORK
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”.

COMPLIANCE
Complying with laws, institutional policies and ethical guidelines related to education, research and scholarship.

CONFIDENTIALITY
The obligation to not disclose information that is designated for limited circulation.

CONFIDENTIALITY VIOLATION
Disclosing personal or institutional information given in confidence without authorisation.

CONFLICT OF INTEREST
Potential to compromise judgement or objectivity caused by financial or personal obligations or other considerations.

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.
<table>
<thead>
<tr>
<th><strong>CONTRACT CHEATING SERVICES</strong></th>
<th>Type of consultancy service when a company or an individual provides bespoke work to a person to present as their own work.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ghostwriting</strong></td>
<td></td>
</tr>
<tr>
<td><strong>CONTRIBUTORSHIP</strong></td>
<td>Acknowledged contributions of every person (either individual or organisation) involved in the work.</td>
</tr>
<tr>
<td><strong>COPYRIGHT</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>COPYRIGHT NOTICE</strong></td>
<td>Statement to inform public about an ownership of a work and restrictions of its use.</td>
</tr>
<tr>
<td><strong>CORPORATE AUTHORSHIP</strong></td>
<td>Authorship is attributed to an organisation or project.</td>
</tr>
<tr>
<td><strong>CORRESPONDING AUTHOR</strong></td>
<td>Author with whom a publisher or other person communicates regarding a submitted or published work.</td>
</tr>
<tr>
<td><strong>CORRUPTION</strong></td>
<td>“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”.</td>
</tr>
<tr>
<td><strong>COVERT DUPLICATION</strong></td>
<td>The omission of cross-citation to their own previous publications.</td>
</tr>
<tr>
<td><strong>Augmented publication</strong></td>
<td></td>
</tr>
</tbody>
</table>
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**
A piece of information (either on paper or technologically) used for helping to remember facts, formulae and other useful information.

**CULTURE OF ACADEMIC INTEGRITY**
The individual, group and/or institutional behaviours, values, beliefs, attitudes and characteristics promoting and following academic integrity.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATA</td>
<td>Recorded facts.</td>
</tr>
<tr>
<td>DATA FABRICATION</td>
<td>Making up data and using them as if genuine.</td>
</tr>
<tr>
<td>DATA FALSIFICATION</td>
<td>Unjustified manipulation of research data with the intention of giving a misleading impression.</td>
</tr>
<tr>
<td></td>
<td>Springer. Publishing Ethics for journals: A guide for Editors-in-Chief, Associate Editors, and Managing Editors, 2013,</td>
</tr>
<tr>
<td>DATA IMPUTATION</td>
<td>Filling in or replacing missing or lost data.</td>
</tr>
<tr>
<td>DATA MANAGEMENT</td>
<td>“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”.</td>
</tr>
<tr>
<td></td>
<td>David B. Resnik: Glossary of Commonly Used Terms in Research Ethics. National Institute of Environmental Health Science, National Institutes of Health, May 2015,</td>
</tr>
<tr>
<td></td>
<td><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></td>
</tr>
<tr>
<td>DATABASE</td>
<td>A collection of works, data or other materials, which are arranged in a systematic way and are accessible by electronic or other means.</td>
</tr>
<tr>
<td></td>
<td>Autorīties īkums/Copyright Law. Adopted by the Saeima and proclaimed by the President on 06.04.2000. Came into force from 11.05.2000,</td>
</tr>
<tr>
<td></td>
<td><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></td>
</tr>
<tr>
<td>DERIVATIVE WORK</td>
<td>Adapted (e.g. contextualised, extended) original work that is duly acknowledged or authorised.</td>
</tr>
<tr>
<td>DILEMMA</td>
<td>State of uncertainty requiring a choice between similarly unfavourable options.</td>
</tr>
</tbody>
</table>
| **DIPLOMA MILL** | “An organisation without due accreditation that purports to be a bona-fide educational institution.”
| **DISCIPLINARY COMMITTEE** | Body which considers evidence and makes decisions about misdemeanours of individuals. |
| **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** | Two authors write about the same thought or idea without either of them being aware of the other. 
<p>| <strong>DOUBLE-BLIND PEER REVIEW</strong> | A peer review process of a submitted work where neither reviewers nor authors are identified. |</p>
<table>
<thead>
<tr>
<th><strong>ETHICAL APPROVAL</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Ethical review</em></td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

| **ENAI** |

<table>
<thead>
<tr>
<th><strong>ETHICAL PRINCIPLES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Set of ethical values and concepts for guiding behaviour.</td>
</tr>
</tbody>
</table>

| **ENAI** |

<table>
<thead>
<tr>
<th><strong>ETHICAL STANDARDS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Specifications of conduct that must be adhered to when participating in and carrying out work.</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th><strong>ETHICAL VALUES</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>The set of established principles and standards governing values-driven behaviour.</td>
</tr>
</tbody>
</table>

| Business Dictionary, [http://www.businessdictionary.com/definition/ethical-values.html](http://www.businessdictionary.com/definition/ethical-values.html) |

<table>
<thead>
<tr>
<th><strong>ETHICALITY</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>An action or process inherent to ethical values and standards (being ethical).</td>
</tr>
</tbody>
</table>

| **ENAI** |

<table>
<thead>
<tr>
<th><strong>ETHICS</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) “Choice making around “right” and “wrong” values and behaviour”.</td>
</tr>
</tbody>
</table>

| (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". |


| (2) Encyclopaedia Britannica, [https://www.britannica.com/topic/ethics-philosophy](https://www.britannica.com/topic/ethics-philosophy) |

<table>
<thead>
<tr>
<th><strong>ETHICS ASSESSMENT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

| 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.

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**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”.


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**EXPLOITATIVE RELATIONSHIPS**

Mistreatment of person(s) in order to benefit from unmerited advantages.
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.

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.

FALSIFICATION
Forging educational, research or scholarship content, images, data, equipment, or processes in the way that they are inaccurately represented.

FAVOURITISM
Giving unfair advantage to individuals.

FIDUCIARY RESPONSIBILITY
“Act in a manner that is trustworthy and that inspires confidence”.

FIND-REPLACE [PLAGIARISM]
False paraphrasing by changing single words by synonyms.

FRAUD
“Fraud is an intentional deception perpetrated to secure an unfair
<table>
<thead>
<tr>
<th><strong>FREEWARE</strong></th>
<th>Open access to software that is available for use with no monetary cost.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GENDER-BASED HARASSMENT</strong></td>
<td>Undue intimidation or unwarranted contact based on gender.</td>
</tr>
<tr>
<td><strong>GHOST AUTHORSHIP</strong>&lt;br&gt;&lt;i&gt;Misleading attribution&lt;/i&gt;</td>
<td>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, <a href="https://academic.oup.com/journals/pages/authors/ethics">https://academic.oup.com/journals/pages/authors/ethics</a></td>
</tr>
<tr>
<td><strong>GHOST WRITER</strong>&lt;br&gt;&lt;i&gt;Ghost author&lt;/i&gt;</td>
<td>(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.</td>
</tr>
<tr>
<td><strong>GHOSTWRITING</strong>&lt;br&gt;&lt;i&gt;(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.&lt;/i&gt;</td>
<td>ENAI</td>
</tr>
<tr>
<td><strong>GIFT AND GUEST AUTHORSHIP</strong>&lt;br&gt;&lt;i&gt;Honorary authorship&lt;/i&gt;</td>
<td>‘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, <a href="https://academic.oup.com/journals/pages/authors/ethics">https://academic.oup.com/journals/pages/authors/ethics</a></td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>HONEST ERROR</td>
<td>An unintentional mistake.</td>
</tr>
<tr>
<td>HONESTY</td>
<td>Systematically behaving truthfully and transparently.</td>
</tr>
</tbody>
</table>
**IMAGE PLAGIARISM**
Use of images (e.g. photo, video, graphics) without receiving proper permission or providing acknowledgement of the source.


**IMPARTIALITY [IN RESEARCH]**
Researchers should be independent and objective in conducting research and communicating with other stakeholders.


**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 Le Institutional Integrity, http://satoriproject.eu/media/1.b-Research-integrity.pdf

**INFORMATION**
Contextualised data.

**INFORMED CONSENT**
Agreement to take part in research based on clear and detailed information about the research.

**INFRINGEMENT**
*Transgression*  
*Abuse*  
*Breach*  
*Violation*

Breach of good practice occurring from questionable, unlawful or unethical behaviour.

**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.
<table>
<thead>
<tr>
<th>INTEGRITY</th>
<th>Compliance with ethical principles and practices, that serves as guidance for making decisions and taking actions, by individuals or institutions.</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTELLECTUAL property</td>
<td>&quot;Legally recognized property pertaining to the products of intellectual activity&quot;.</td>
</tr>
<tr>
<td>INVALID SOURCE</td>
<td>Referencing either an expired link or a non-existent source.</td>
</tr>
<tr>
<td>INVENTED AUTHORSHIP</td>
<td>(1) Including a fictitious person as a co-author.</td>
</tr>
<tr>
<td></td>
<td>(2) Including a colleague as a co-author without permission.</td>
</tr>
<tr>
<td></td>
<td>(3) Including a stranger as a co-author without permission.</td>
</tr>
<tr>
<td>INVESTIGATOR</td>
<td>Someone who is researching or collecting and analysing evidence (could be industry, police, academia or other).</td>
</tr>
<tr>
<td>INVIOLABILITY OF A WORK</td>
<td>The author's right to permit or prohibit the making of any transformations, changes or additions either to the entire or part of work.</td>
</tr>
<tr>
<td>IRRESPONSIBLE SOURCE USE</td>
<td>Negligent academic writing practice related to the misuse of published or unpublished materials.</td>
</tr>
</tbody>
</table>
KNOWLEDGE
Facts, information, and skills acquired through experience or education.
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
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>M</strong></td>
<td>“Building on a previous publication with new data that would not be publishable alone”</td>
</tr>
<tr>
<td><strong>MISCONDUCT</strong></td>
<td>Unacceptable or improper behaviour that violates formal regulations.</td>
</tr>
<tr>
<td></td>
<td><em>Ethical misdemeanours</em></td>
</tr>
<tr>
<td><strong>MISLEADING ATTRIBUTION</strong></td>
<td>An inaccurate list of authors.</td>
</tr>
<tr>
<td></td>
<td><em>Ghost authorship</em></td>
</tr>
<tr>
<td><strong>MISMANAGEMENT OF FUNDS</strong></td>
<td>“Spending research funds wastefully or illegally”.</td>
</tr>
<tr>
<td><strong>MOBBING</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>MORAL</strong> (noun)</td>
<td>Intrinsic self-disciplined custom based upon values or criteria that assist in differentiating the right from the wrong behaviour.</td>
</tr>
<tr>
<td><strong>MORAL NORM</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>MORAL VALUES</strong></td>
<td>The set of principles/standards embraced and followed by groups or individuals in order to differentiate the right from the wrong.</td>
</tr>
<tr>
<td>------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>MORALITY</strong></td>
<td>Ability of differentiating the right from the wrong.</td>
</tr>
<tr>
<td><strong>MULTIMEDIA</strong></td>
<td>Use of multimedia without receiving proper permission or providing acknowledgement of the source.</td>
</tr>
<tr>
<td><strong>PLAGIARISM</strong></td>
<td>A given manuscript is concurrently under active consideration by two or more publications or editors.</td>
</tr>
<tr>
<td><strong>MULTIPLE</strong></td>
<td>Auto-plagiarism</td>
</tr>
<tr>
<td><strong>SUBMISSION</strong></td>
<td>Duplicate submission</td>
</tr>
<tr>
<td></td>
<td>Recycle [plagiarism]</td>
</tr>
<tr>
<td><strong>AUTHORSHIP</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>MUTUAL</strong></td>
<td>Mutual support authorship</td>
</tr>
<tr>
<td><strong>ENAI</strong></td>
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</tr>
</tbody>
</table>
NEGLIGENCE

A failure to follow the [required] standard of care, which results in harm to a person or organization.


NEPOTISM

"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), http://www.transparency.org/glossary/


NORMS OF SCIENCE

Communality, Universalism, Disinterestedness, Organised Scepticism, Originality, Specialism, Advocacy, Governance and Quality.

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”.


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/

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

ORIGINAL (noun) Work that is independent and that is not derived from anything else.

Personal communication with Teddi Fishman

ENAI
PAPER MILL
Degree mill
Diploma mill
Contract cheating

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

PATCHWRITING
Aggregator
Hybrid plagiarism
Mosaic plagiarism
Mashup [plagiarism]
Remix [plagiarism]
Resourceful citer
Re-tweet [plagiarism]

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/

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.

<table>
<thead>
<tr>
<th>PERSONAL BENEFIT</th>
<th>Acknowledgement of the extent to which an action produces beneficial consequences (in material or immaterial forms) for the individual in question.</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONAL DATA PROTECTION</td>
<td>Security of personal data; anonymity, privacy, confidentiality.</td>
</tr>
<tr>
<td>PIRACY</td>
<td>Appropriation of ideas, data, or methods from others without permission or acknowledgment, particularly relating to the music industry and IT sector.</td>
</tr>
<tr>
<td>PLAGIARISM</td>
<td>Plagiarism is presenting the work of others as if it were his/her own without proper acknowledgment.</td>
</tr>
<tr>
<td>POLICY TO ENHANCE ACADEMIC INTEGRITY</td>
<td>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.</td>
</tr>
<tr>
<td>PRINCIPLES</td>
<td>A set of values and concepts for guiding behaviour.</td>
</tr>
<tr>
<td>PRIMARY SOURCE</td>
<td>Definitive work of direct evidence.</td>
</tr>
<tr>
<td>PROOFREADING</td>
<td>Checking of written work to correct grammatical errors and improve readability.</td>
</tr>
</tbody>
</table>
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.


PUBLIC LENDING

"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”.


PUBLICATION ACKNOWLEDGEMENT

Acknowledging in publications the names and roles of those who made significant contributions to the research, but do not meet authorship criteria.

QUESTIONABLE RESEARCH PRACTICES (QRPs)

Irresponsible research practices

“Research practices that are regarded by many as unethical but are not considered being research misconduct”.


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
REDUNDANT PUBLICATION

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.

REFERENCE (verb)

To acknowledge sources by use of a recognised referencing style.

Cite

REFERENCES

A list of cited and quoted sources used in written work.

REPLICATION

Repeating a piece of research in order to verify and/or complement the original results.

REPORTING IRRESPONSIBLE RESEARCH PRACTICES

Notifying the appropriate authorities of any suspected research misconduct and other irresponsible research practices that undermine the trustworthiness of research.


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”.

| REPUBLICATION | (1) The next editions of the previous published work.  
| | (2) Unacknowledged repeated publication in different journal or other source.  

| 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.  

| RESEARCH COMPLIANCE | Behaviour/processes following principles of research integrity.  

| RESEARCH ETHICS | Ethical principles-driven decision making based on potential impact on subjects of research and wider society.  

| 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.  

| RESEARCH FRAUD | Any intentional act of deception in research violating research ethics.  

| RESEARCH INTEGRITY | Compliance with ethical and professional principles, standards and practices by individuals or institutions in research.  

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<table>
<thead>
<tr>
<th><strong>RESEARCH MISCONDUCT</strong></th>
<th>Unacceptable or improper behaviour in any part of research.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RESEARCHER</strong></td>
<td>Any person engaged in research.</td>
</tr>
</tbody>
</table>
| **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. |
| **RESPONSIBILITY** | The duty to behave with integrity. |
| **RESPONSIBLE CONDUCT OF RESEARCH** | Undertaking research in accordance with code of research conduct. |
| **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.  
| **RISK MANAGEMENT** | Identification, evaluation and minimisation or elimination of potential pitfalls that might occur and/or occurred in the process of research. |
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.


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.


SCIENTIFIC ACTIVITY

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


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

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
<table>
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<tbody>
<tr>
<td><strong>Covert publication</strong></td>
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<tr>
<td><strong>Duplicate publication</strong></td>
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<tr>
<td><strong>Duplication</strong></td>
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<tr>
<td><strong>Recycle [plagiarism]</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Redundant publication</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Text-recycling</strong></td>
<td></td>
</tr>
<tr>
<td><strong>SELF-STEALER</strong> The person who conducts self-plagiarism.</td>
<td>ENAI</td>
</tr>
<tr>
<td><strong>Self-plagiari</strong>ser</td>
<td></td>
</tr>
<tr>
<td><strong>SIMULTANEOUS SUBMISSION</strong> 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.</td>
<td>ENAI</td>
</tr>
<tr>
<td><strong>SLACKER</strong> “Receiving credit with little or no contribution to group work. Forcing other group members to do more than their fair share”.</td>
<td>ENAI</td>
</tr>
<tr>
<td><strong>SINGLE-BLIND PEER REVIEW</strong> A peer review process of a submitted work where reviewers are not identified to the authors.</td>
<td>ENAI</td>
</tr>
<tr>
<td><strong>SLICING</strong> Unjustified breaking up of a study into two or more publications in order to increase the number of publications.</td>
<td>ENAI</td>
</tr>
<tr>
<td><strong>Segmented publication</strong></td>
<td>Ethical Code of Conduct for Higher Education Institutions, <a href="http://www.etikkurulugov.tr/Mezruat.aspx?id=1">http://www.etikkurulugov.tr/Mezruat.aspx?id=1</a></td>
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<tr>
<td><strong>Salami publication</strong></td>
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<td><strong>Salami slicing</strong></td>
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<td><strong>Salami science</strong></td>
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<tr>
<td><strong>SOURCE</strong> Information originating from own / one's / others' work, either written or oral, and acknowledged using a reference.</td>
<td>ENAI</td>
</tr>
</tbody>
</table>
**STANDARD** (noun)  
Criterion, measure, touchstone, norm in order to make comparison as a reference point against which other things can be evaluated.

**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
TEXT-MATCHING SOFTWARE
Software that searches a text-based document and provides a list of in-text similarities and references to matching sources.

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.

TRANSLATION PLAGIARISM
Translations of a paper published in another language without acknowledgment.

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.

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).

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.
| **UNACCEPTED IMPOSED RISKS** | Someone does not accept the risk associated with an act performed by someone else that affects them.  
|---|---|
| **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 |
| **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.  
| **UNINTENTIONAL RISK EXPOSURE** | Being unprotected from risks that may have resulted in any accidental losses.  
ENAI |
<table>
<thead>
<tr>
<th>VALUES</th>
<th>Set of principles and standards.</th>
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<tbody>
<tr>
<td>VERBATIM [PLAGIARISM]</td>
<td>Copying of words and works of another author without providing proper attribution.</td>
</tr>
<tr>
<td>[Ctrl-C] plagiarism</td>
<td>Literal copying</td>
</tr>
<tr>
<td>VIRTUES</td>
<td>Human qualities and moral excellence.</td>
</tr>
<tr>
<td>VOLUNTARY RISK-TAKING</td>
<td>Someone is aware of and accepts the risks associated with an action of their own choice.</td>
</tr>
</tbody>
</table>
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.


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.
### INDEX

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABETTOR, 7</td>
<td>BIBLIOGRAPHY, 11</td>
<td>CC, 16</td>
<td>CO-AUTHORS, 13</td>
<td>ETHICAL APPROVAL, 19</td>
</tr>
<tr>
<td>ACADEMIC, 7</td>
<td>BIOETHICS, 11</td>
<td>CC-BY, 12</td>
<td>CODE OF CONDUCT, 13</td>
<td>ETHICAL PRINCIPLES, 19</td>
</tr>
<tr>
<td>ACADEMIC DISHONESTY, 7</td>
<td>BLIND PEER REVIEW, 11</td>
<td>CENSORSHIP, 12</td>
<td>CODE OF ETHICS, 13</td>
<td>ETHICAL STANDARDS, 19</td>
</tr>
<tr>
<td>ACADEMIC ETHICS, 7</td>
<td>BRIBERY, 11</td>
<td>CHEATING, 12</td>
<td>COERCION AUTHORSHIP, 13</td>
<td>ETHICAL VALUES, 19</td>
</tr>
<tr>
<td>ACADEMIC FRAUD, 7</td>
<td>BUSINESS ETHICS, 11</td>
<td>CITATION, 12</td>
<td>COLLABORATION, 13</td>
<td>ETHICALITY, 19</td>
</tr>
<tr>
<td>ACADEMIC INTEGRITY, 7</td>
<td></td>
<td>CLIENTELISM, 12</td>
<td>COLLUSION, 13</td>
<td>ETHICS, 19</td>
</tr>
<tr>
<td>ACADEMIC INTEGRITY COMMITTEE, 8</td>
<td></td>
<td>CLONE [PLAGIARISM], 12</td>
<td>COMMON KNOWLEDGE, 14</td>
<td>ETHICS ASSESSMENT, 19</td>
</tr>
<tr>
<td>ACADEMIC MISCONDUCT, 8</td>
<td></td>
<td>CO-AUTHORS, 13</td>
<td>COMPILATION, 14</td>
<td>ETHICS COMMITTEE, 20</td>
</tr>
<tr>
<td>ACCOUNTABILITY, 8</td>
<td></td>
<td>CODE OF CONDUCT, 13</td>
<td>COMPLIANCE, 14</td>
<td>ETHICS INFRASTRUCTURE, 20</td>
</tr>
<tr>
<td>AGGREGATOR, 8</td>
<td></td>
<td>CODE OF ETHICS, 13</td>
<td>CONFIDENTIALITY, 14</td>
<td>EXPLOITATIVE RELATIONSHIPS, 20</td>
</tr>
<tr>
<td>ANONYMOUS</td>
<td></td>
<td>COERCION AUTHORSHIP, 13</td>
<td>CONFIDENTIALITY VIOLATION, 14</td>
<td>FABRICATION, 21</td>
</tr>
<tr>
<td>AUTHORSHIP, 8</td>
<td></td>
<td>COLLABORATION, 13</td>
<td>CONFLICT OF INTEREST, 14</td>
<td>FABRICATION, 21</td>
</tr>
<tr>
<td>ANONYMOUS WORK, 8</td>
<td></td>
<td>COLLUSION, 13</td>
<td>CONTRACT CHEATING, 14</td>
<td>FABRICATION, 21</td>
</tr>
<tr>
<td>ANTI-WHISTLEBLOWER, 8</td>
<td></td>
<td>COMMON KNOWLEDGE, 14</td>
<td>CONTRACT CHEATING SERVICES, 15</td>
<td>FALSESIFICATION, 21</td>
</tr>
<tr>
<td>AUIDT, 9</td>
<td></td>
<td>COMPILATION, 14</td>
<td>CONTRIBUTORSHIP, 15</td>
<td>FAVOURITISM, 21</td>
</tr>
<tr>
<td>AUGMENTED</td>
<td></td>
<td>COMPLIANCE, 14</td>
<td>COPYRIGHT, 15</td>
<td>FFP, 21</td>
</tr>
<tr>
<td>PUBLICATION, 9</td>
<td></td>
<td>COPYRIGHT NOTICE, 15</td>
<td>CORRESPONDING AUTHOR, 15</td>
<td>FIDUCIARY RESPONSIBILITY, 21</td>
</tr>
<tr>
<td>AUTHOR, 9</td>
<td></td>
<td>CORPORATE AUTHORITY, 15</td>
<td>CORRUPTION, 15</td>
<td>FIND-REPLACE [PLAGIARISM], 21</td>
</tr>
<tr>
<td>AUTHOR'S ETHICAL RIGHTS, 9</td>
<td></td>
<td>CORRESPONDING AUTHOR, 15</td>
<td>COVERT DUPLICATION, 15</td>
<td>FRAUD, 21</td>
</tr>
<tr>
<td>AUTHOR'S PATRIMONIAL RIGHTS, 9</td>
<td></td>
<td>CREATIVE COMMONS, 16</td>
<td>CREDIT NOTES, 16</td>
<td>FREEWARE, 22</td>
</tr>
<tr>
<td>AUTHORIZATION, 9</td>
<td></td>
<td>CULTURE OF ACADEMIC INTEGRITY, 16</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTHORSHIP ABUSE, 9</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>AUTONOMY, 10</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>AVOIDING HARM, 10</td>
<td></td>
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<td></td>
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<tr>
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<td></td>
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</tr>
</tbody>
</table>

### F

| F                |                  |                              |                |                  |
| FABRICATION, 21 |                  |                              |                |                  |
| FABRICATION, 21 |                  |                              |                |                  |
| FALSESIFICATION, 21 |                  |                              |                |                  |
| FAVOURITISM, 21 |                  |                              |                |                  |
| FFP, 21         |                  |                              |                |                  |
| FIDUCIARY RESPONSIBILITY, 21 |                  |                              |                |                  |
| FIND-REPLACE [PLAGIARISM], 21 |                  |                              |                |                  |
| FRAUD, 21       |                  |                              |                |                  |
| FREEWARE, 22    |                  |                              |                |                  |

### G

| G                |                  |                              |                |                  |
| GENDER-BASED HARASSMENT, 23 |                  |                              |                |                  |
| GHOST AUTHORSHIP, 23 |                  |                              |                |                  |
| GHOST WRITER, 23 |                  |                              |                |                  |
| GHOSTWRITING, 23 |                  |                              |                |                  |
| GIFT AND GUEST AUTHORSHIP, 23 |                  |                              |                |                  |
| GOOD RECORD-KEEPING PRACTICES, 23 |                  |                              |                |                  |
| GRKPs, 23 |                  |                              |                |                  |
| GUARANTOR, 23    |                  |                              |                |                  |

### H

| H                |                  |                              |                |                  |
| HELSINKI DECLARATION, 24 |                  |                              |                |                  |
HONEST ERROR, 24
HONESTY, 24

IMAGE PLAGIARISM, 25
IMPARTIALITY [IN RESEARCH], 25
INDIVIDUAL INTEGRITY, 25
INFORMATION, 25
INFORMED CONSENT, 25
INFRINGEMENT, 25
INSTITUTIONAL AUTONOMY, 25
INTEGRITY, 26
INTELLECTUAL PROPERTY, 26
INVALID SOURCE, 26
INVENTED AUTHORSHIP, 26
INVESTIGATOR, 26
INVIOLABILITY OF A WORK, 26
IRRESPONSIBLE SOURCE USE, 26

K
KNOWLEDGE, 27

L
LICENSE, 28

M
MEAT EXTENDERS, 29
MISCONDUCT, 29
MISLEADINGAttribution, 29
MISMANAGEMENT OF FUNDS, 29
MOBBING, 29
MORAL, 29
MORAL NORM, 29
MORAL VALUES, 30
MORALITY, 30
MULTIMEDIA PLAGIARISM, 30
MULTIPLE SUBMISSION, 30
MUTUAL ADMIRATION AUTHORSHIP, 30

N
NEGLIGENCE, 31
NEPOTISM, 31
NORMS OF SCIENCE, 31

O
OA, 32
OBJECTIVITY [IN RESEARCH], 32
OPEN ACCESS, 32
OPEN PEER REVIEW, 32
ORIGINAL, 32

P
PAPER MILL, 33
PARAPHRASING, 33
PATCHWRITING, 33
PATRONAGE, 33
PEER REVIEW, 33
PERSONAL BENEFIT, 34
PERSONAL DATA PROTECTION, 34
PIRACY, 34
PLAGIARISM, 34
POLICY TO ENHANCE ACADEMIC INTEGRITY, 34
PRIMARY SOURCE, 34
PRINCIPLES, 34
PROOFREADING, 34
PUBLIC DOMAIN, 35
PUBLIC LENDING, 35
PUBLICATION ACKNOWLEDGEMENT, 35

Q
QRPs, 36
QUESTIONABLE RESEARCH PRACTICES, 36
QUOTATION, 36

R
REC, 38
RECOGNISED REFERENCING STYLE, 37
REDUNDANT PUBLICATION, 37
REFERENCE, 37

S
SCEPTICISM [IN RESEARCH], 40
SCHOLAR, 40
SCIENTIFIC (OR ACADEMIC) FREEDOM, 40
SCIENTIFIC ACTIVITY, 40
SCIENTIFIC WORK, 40
SCIENTIST, 40
SECONDARY SOURCE, 40
SELF-PLAGIARISM, 40
SELF-STEALER, 41
SIMULTANEOUS SUBMISSION, 41
SINGLE-BLIND PEER REVIEW, 41
SLACKER, 41
SLICING, 41
SOURCE, 41
STANDARD, 42
SUPPRESSION (OF DATA), 42

T
TEXT-MATCHING SOFTWARE, 43
THE HAIL MARY, 43

REFERENCES, 37
REPLICATION, 37
REPORTING
IRRESPONSIBLE RESEARCH PRACTICES, 37
REPRODUCTION, 37
REPUBLICATION, 38
RESEARCH, 38
RESEARCH COMPLIANCE, 38
RESEARCH ETHICS, 38
RESEARCH ETHICS COMMITTEE, 38
RESEARCH FRAUD, 38
RESEARCH INTEGRITY, 38
RESEARCH MISCONDUCT, 39
RESEARCHER, 39
RESPECT FOR OTHERS, 39
RESPONSIBILITY, 39
RESPONSIBLE CONDUCT OF RESEARCH, 39
RETRACTION, 39
RISK MANAGEMENT, 39

THE HAIL MARY, 43

48
TRANSLATION, 43
PLAGIARISM, 43
TRANSPARENCY, 43
TRIPLE-BLIND PEER REVIEW, 43
TRUST, 43
TRUTH, 43

U
UNACCEPTED IMPOSED RISKS, 44

V
VALUES, 45
VERBATIM [PLAGIARISM], 45
VIRTUES, 45

W
VOLUNTARY RISK-TAKING, 45
WHISTLEBLOWING, 46
WORK, 46