

## Quoting and Using Sources

The University, as an academic institution, is involved in generating, preserving, and imparting knowledge through research and teaching. It encourages the use of existing knowledge for the purpose of creating new knowledge, while strictly maintaining the ethical and legal rights of the authors and creators of the original works and sources. The purpose of this document is to provide a brief introduction to our students regarding the basic ideas concerned with the ethics of the use of quotations, existing knowledge, and sources.

### 1. Works of Art

A work of art is the realization of the artist's creativity carried out in any way (not by copying). It is the product of talent and an investment of effort that imbues each work with a character different from its separate components. Examples are phrases, sentences, illustrations, paintings, inventions, stories, poems, musical compositions, and so on. An idea is not a work of art, but the method of expressing that idea is.

### 2. Intellectual Property

- Any work is the intellectual property of its creator and is protected in and of itself.
- Intellectual property is a possession even if it is not protected by law (including copyright laws).
- It is possible to transfer the ownership of intellectual property. The transfer of ownership is similar to selling an asset, and therefore requires a written contract.

### 3. Copyright

3.1 A copyright is a legal means that protects the reputation of the author or artist, on the one hand, and the implications of this reputation on his or her financial status, on the other. This protection grants the creator of the work the right to determine what use can be made of his or her work. The copyright is created in order to encourage the creation of works on the basis of new and original ideas by giving the creator an incentive.

3.2 The copyright is valid during the lifetime of the author or creator of the work and is extended for several decades after his or her death (currently 70 years). The copyright is granted automatically, without the need for administrative registration (as opposed to the requirement for administrative registration of a patent, trademark, or sample).

3.3 The author or creator of the work may transfer the copyright, entirely or partially, to another. Such a transfer is similar to selling an asset, and therefore requires a

written contract.

3.4 A publisher, producer, or editor who has collected and grouped works together has the copyright of the collection, under the condition he has received the approval of the authors or creators of the works.

3.5 A work protected within the framework of the copyright laws is any work that is documented and original, even if the matter of protection is not indicated in an explicit manner.

- Documented: kept in any way – written, recorded, photographed, saved in electronic media, and so on
- Original: first or earliest, not copied, containing no imitation of others

3.6 The copyright protects the author or creator of the original work from:

- The work being copied (copyright)
- The sale or distribution of the work without his or her permission
- Preparation of a new work based on it
- The presentation of the work in public

3.7 Special words, names, slogans, and short expressions cannot be protected by copyright, but they can be protected by trademark, sample, and other laws.

## **4. Plagiarism**

4.1 Plagiarism is the false presentation of a work or part of a work of an author or artist as a work or part of a work belonging to another, even if the legal rights of the author or artist are not violated.

4.2 Plagiarism is considered an act of theft, fraud, lack of decency, and deception. Plagiarism is unethical conduct, in contrast copyright violation, which is an illegal act by definition.

4.3 Copyright violation (a legal offense) must be differentiated from plagiarism (an ethical offense).

- Copyright violations are offenses against the owners of the rights (for example, the author or the publisher).
- Plagiarism is an offense against the owner of the intellectual property and against the authority to whom the work is submitted or to whom the work is displayed (for example, a lecturer or an audience).

#### 4.4 Examples of plagiarism:

- The presentation of a work or a segment of a work of an author as a work or segment of a work of a different person.
- The use or copying of segments, words, illustrations, graphs, or pictures of another person without any special markings (for instance, quotation marks) or any indication of the name of the original.
- Imprecise indication of the name of the source
- Copying a sentence and changing its wording without indicating the name of the original source.

### **5. Methods for Proper Usage and Quoting**

5.1 As a rule, the author of any work that is submitted and contains copied items (wording, illustrations, drawings, paintings, etc.) must ask for and receive written consent from the copyright owner (in academic works the owner of a copyright is usually the publisher), and must cite the source in the body of the work next to each copied item in a clear and precise manner. If the total of all copied items from one source does not exceed 50 words, there is no need to ask permission; but the source must be indicated in a clear and precise manner next to every copied item.

5.2 All direct quotations must be placed in quotation marks and their sources clearly and precisely noted.

5.3 It is important to clarify what is required of the author of the work (the expected level of originality of the work and what proportion of the work should be original). For example, there may be different requirements for homework assignments, lab reports, final papers, literary reviews, final projects, research papers for advanced academic degrees, or academic articles.

### **6. Punishment**

As stated above, plagiarism is an act of theft, fraud, lack of decency, and deception. The academy considers plagiarism to be an act of serious academic dishonesty inconsistent with what is considered appropriate behavior for an academic degree holder. Therefore, the academy considers plagiarism a very severe offense that calls for severe punishment. The regulations of Ben-Gurion University of the Negev set out serious punishments for students who are convicted of this offense. Examples of punishments for cases where students have been found guilty of plagiarism are the revocation of a degree or certificate, expulsion from the University for an extended period, and permanent expulsion from the University.