

UCLA LAW REVIEW

Plagiarism Policy and Declaration of Academic Integrity

Your submission for publication will not be considered until a fully completed Plagiarism Policy and Declaration of Academic Integrity Form is submitted to the Comments Department. Be sure to provide your initials at the bottom of all four (4) pages, as well as your signature and identifying information on the final page. This form should be submitted electronically as a PDF with your Comment submission to comments@law.ucla.edu.

I. Policies and Definitions

The UCLA Student Conduct Code defines plagiarism as:

[T]he use of another person's work (including words, ideas, designs, or data) without giving appropriate attribution or citation. This includes, but is not limited to, representing, with or without the intent to deceive, part or all of an entire work obtained by purchase or otherwise, as the Student's original work; the omission of or failure to acknowledge the true source of the work; or representing an altered but identifiable work of another person or the Student's own previous work as if it were the Student's original or new work.¹

The UCLA Law Review has further articulated its own policy as follows:

Plagiarism of other authors' works will *not* be tolerated. Plagiarism includes but is not limited to: (1) using an author's ideas without appropriately crediting the author; (2) paraphrasing text from an author's work without appropriately crediting the author; and (3) duplicating portions of text from an author's work without indicating with either quotation marks or block quote format that the relevant language is directly quoted.

II. Common Forms of Plagiarism

Most acts of plagiarism fall into one or more of three categories: (1) quoting without attribution; (2) paraphrasing a source without giving credit to the original author or material; or (3) using another's ideas without credit.

A. Quoting

All language taken directly from another source must be designated as such with quotation marks (or indentations to designate a block quote if over 50 words) and the source must be cited. If either the quotation marks or the source is omitted, use of the phrase constitutes plagiarism.

¹ UCLA Student Conduct Code § 102.01(c).

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B. Paraphrasing

Paraphrasing is rewriting a sentence or paragraph in your own words. If the language is completely your own, you may omit quotation marks, but you must *always* provide a pin cite to indicate the location of the original material within the source. Changing only a few words (or the verb tense of original words) is *not* paraphrasing, and you must cite the source and place the material in quotation marks as shown above.

C. Ideas

Ideas that are taken from another source must be credited to the original author even if you do not quote or paraphrase the original text. Ideas must be credited whether they are central to the thesis of your paper or simply help support a minor point.

D. Structure

Copying the structure of a discussion in another source is also plagiarism, even if the material is cited. Avoid structural plagiarism by changing both the language and the structure of the language whenever you are paraphrasing. Do not directly mimic the order in which the ideas are conveyed or allow your sentences to track the original.

III. Self-Plagiarism

Self-plagiarism may sound like an oxymoron, but it does exist. For Law Review members, it is most likely to arise if a paper prepared for another purpose is submitted in whole or in part as a Comment. This includes pieces prepared for an employer or any academic credit outside of law school, including, but not limited to, courses during undergraduate, graduate, and high school. If you use such material, you must receive permission from the Chief Comments Editor to submit such material for Law Review Staff Editor credit, and from the Dean of Students to submit such material for any academic credit. No special permission is required for publication.

IV. Implications

As stated in the Law Review Disciplinary Guidelines, “plagiarism of other authors’ works will *not* be tolerated.” In addition, “[t]he Law Review considers plagiarism a strict liability offense.”

If a piece is thought to contain plagiarism, the Chief Managing Editor will thoroughly cite-check the piece to determine whether any of the material has been plagiarized, and if so, the scope of the violation.

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If a violation is found, the Chief Managing Editor will notify the Executive Board (i.e., the other Chief Editors). At the Executive Board's discretion, its members may choose to approach the author about the violation ("conference"). The purpose of this conference is to clarify whether a violation actually occurred. This step, however, is not required. Regardless of whether a conference occurs, the next step is an evaluation and hearing by the Executive Board to determine the appropriate course of action. The following special remedies may be considered at the hearing for members of the UCLA Law Review:

- Dismissal from Law Review
- Reporting the member's behavior to the Dean of Students
- Revocation of any offer of publication that has been made by the Law Review
- Requiring the Comment to be rewritten as a condition of continued Law Review membership
- Demotion of member from board status to staff status
- Prohibition from resubmitting any written work for publication consideration in future issues

For UCLA School of Law students who are not members of the UCLA Law Review and submit work that violates this policy, the following special remedies may be considered at the hearing:

- Prohibition from competing in a Write-on and seeking Law Review membership
- Reporting the author's behavior to the Dean of Students
- Revocation of any offer of publication that has been made by the Law Review
- Prohibition from resubmitting any written work for publication consideration in future issues

V. Avoiding Plagiarism in your Writing

Organization is extremely important and is the best way to prevent committing plagiarism. Be sure to keep careful records of your research and always include quotation and citation information when you take notes.

Keep copies of anything from which you take detailed notes. Students can inadvertently commit plagiarism by jotting down notes from a source and then later rewriting the idea in more formal prose, not realizing that they have rewritten the phrase in substantially the same language as the original text.

Double check all quotations to make sure that quotation marks encompass all of the directly quoted text.

Carelessness is not a defense to plagiarism. While a small number of minor quotation or citation omissions throughout a substantial piece of scholarship are reasonable mistakes that may be corrected before publication, it is the author's sole responsibility to ensure that all material is properly credited to its original source.

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I have carefully read and understand the UCLA Law Review Plagiarism Policy, and all of the accompanying information. I affirm that all work I have submitted is my own and includes proper and complete credit to all sources used in its preparation. I understand that failure to do so may result in disciplinary action, including, but not limited to, the sanctions described in the Policy.

Comment Author Signature

Comment Author Name (please print)

Comment Author E-mail Address

Date

Blind ID Number

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