



Unintended plagiarism? Here's how to prevent it: Know the rules for reusing material.

It is important that there is no confusion about the subject of plagiarism at research universities and universities of applied sciences. The large amount of material available on the Internet means that doubts may arise as to the ownership and originality of a piece of work, for example an assignment submitted by a student. But plagiarism is not always the result of malicious intent; there is also such a thing as unintentional plagiarism. This may arise when it is not clear what material you can or cannot use or how you can do so. Preventing plagiarism demands just as much attention as tracking it down after the fact. Rules drawn up from a legal perspective can help teaching staff and students, as well as researchers and authors, when they wish to quote or re-use material.

The following rules are in line with the Dutch Copyright Act [Auteurswet]. There are also numerous "open content" licences, for example Creative Commons, that make it possible to reuse material.

Quoting

Quoting another work – not only textual material but also images such as photos – in your own work is permissible on certain conditions.

1. You can only quote someone else's work in the context of an announcement, an assessment, a polemic, a scientific/scholarly treatise, or in an utterance with a similar purpose. *This also applies to theses or papers.*
2. The section quoted must be used to clarify or support your own ideas; it must not just be included as an embellishment or decoration – i.e. to make your work look better.
3. The length of the quotation must be subordinate to that of the work in which it is included. In other words, it must comprise only a modest proportion of your own work. Using it must not harm the commercial interests of the author whom you are quoting. *Example: You are not permitted to include the whole of a recently published short story in a paper you are writing.*
4. Texts taken from a database must consist of no more than 155 characters. Images taken from a database must have a maximum size of 194 × 145 pixels.
5. You are only permitted to quote from works that were published with the consent of their author (i.e. the person who "made" them). *Example: You can only quote from an unpublished diary if you have the consent of the author.*
6. You must respect the moral rights of the author of the work that you are quoting from. *Example: You must attribute the work to its author, not make any alterations, and not use it in a harmful context.*
7. When you quote a work, you must clearly indicate the source whenever possible (this generally means giving the name of the author).

Quoting from official documents

8. Laws, decrees and regulations promulgated or issued by the authorities, as well as court rulings and administrative decisions, can be freely quoted (including in their entirety).
9. Unless they are subject to a copyright proviso, documents that government bodies have created and published themselves can be freely quoted in their entirety; this includes such things as parliamentary documents, the minutes of city council meetings, or reports by government services.

Accidental inclusion

10. Unintended incidental inclusion of a work as an insignificant component of another work is permitted. *Example: If a film includes, by chance, a copyright-protected advertising photo on the front of a shop, this is permitted.*

Parody

11. Imitation in the form of a parody, caricature, or pastiche is permitted. The work must have a humorous intention and/or arouse amusement, or be a critical imitation.

SURFdirect, de SURF Digitale Rechten Expertise Community,

is een open community en samenwerkingsverband van SURF met (ervarings)deskundigen en geïnteresseerden in het hoger onderwijs.

SURFdirect identificeert de rechtenaspecten die spelen bij diverse thema's in e-Learning en e-Science en richt zich op het ondersteunen van het hoger onderwijs en onderzoek bij rechtenkwesties rond het vervaardigen en hergebruik van tekst, beeld en geluid.

SURFdirect geeft juridische handvatten bij het publiekelijk beschikbaar maken van informatiebestanden binnen het onderwijs en onderzoek via internet. Het gaat daarbij om het regelen van rechten op het eigen materiaal (als onderzoeker, docent of student) en rechten op het hergebruik van materiaal van anderen. SURFdirect adviseert, maakt beleidsvoorstellen en geeft praktische ondersteuning in de vorm van vraagbaken, toolboxen en voorlichting.

Meer informatie over SURFdirect is te vinden op: www.surf.nl/surfdirect

SURFdirect is onderdeel van SURF, de ICT-samenwerkingsorganisatie van het hoger onderwijs en onderzoek. In SURF werken universiteiten, hogescholen en onderzoeksinstituten samen aan grensverleggende ICT-innovaties. Hierdoor kan het hoger onderwijs en onderzoek optimaal gebruik maken van de mogelijkheden van ICT om zo de kwaliteit van onderwijs en onderzoek te verbeteren. SURF bestaat uit drie organisaties met een eigen focus: SURFfoundation, SURFnet en SURFdiensten.

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SURFdirect – SURF Digital Rights Expertise Community

Innovation in e-Learning and e-Science is often impeded by issues concerning digital rights. The topic of digital rights is therefore a prominent one in the work of SURF. The activities in this area are coordinated and implemented by SURFdirect, the Digital Rights Expertise Community. SURFdirect supports higher education and research with regard to digital rights when creating or reusing texts, images and audio. SURFdirect provides guidelines and tools for the legal aspects when making educational and research material publicly available on the Internet. This involves arrangements regarding the rights to one's own material (i.e. that of researchers, instructors, or students) and the reuse of material belonging to other parties.

For more information and for English translations of our products, see: www.surf.nl/ensurfdirect

SURFdirect
Postbus 2290
3500 GG Utrecht

T +31 (0)30 234 66 00
F +31 (0)30 233 29 60

surfdirect@surf.nl
www.surf.nl/surfdirect