

[Policy in Relation to Plagiarism, Infringement of Copyright and Infringement of Moral Rights and Submission to Multiple Publications]

Policy

The Institution of Engineering and Technology
Michael Faraday House
Six Hills Way
Stevenage SG1 2AY

Policy in Relation to Plagiarism, Infringement of Copyright and Infringement of Moral Rights and Submission to Multiple Publications

Introduction to plagiarism, copyright and moral rights

1. The Institution of Engineering and Technology (the “IET”) will not tolerate submission of works to the IET which contain plagiarised material or infringe the copyright or moral rights of third parties.
2. Plagiarism is the act of dishonestly copying, or taking advantage of, the work of another author as if it were your own, without acknowledgement. Plagiarism can take many forms including word for word copying of another work, or simply copying the ideas from another work without attribution.
3. Plagiarism includes so called “redundant publication”, which is the submission of one’s own previously published material to a new publication, without informing the publisher of the new publication that the work has been previously published.
4. There is also a concern where authors submit the same work to multiple publications. This can waste the time of publishers and reviewers and this policy therefore aims to prevent this.
5. Copyright infringement is unlawful and occurs when a substantial part of the work of another author is copied without consent.
6. Copyright infringement and plagiarism can overlap but are not synonymous. For example:
 - If an author includes in his/her work a direct copy of a substantial part of another author’s work without their permission and passes it off as their own work then this may be both plagiarism and copyright infringement.
 - If an author includes in his/her work a direct copy of a substantial part of another author’s work without their permission but expressly acknowledges in the work that it is the work of another author then this would not be plagiarism but may be copyright infringement.
 - If an author presents the work or ideas of another author as their own but does not include in his or her work a direct copy of a substantial part of the other author’s work, then this may be plagiarism but would not be copyright infringement.
7. Authors have certain moral rights which include the right to object to derogatory treatment of a copyright work. Infringement of moral rights occurs if a person publishes commercially or communicates to the public a derogatory treatment of the work of another author. A derogatory treatment of a work is any addition to, deletion from or alteration to or adaptation of the work which amounts to distortion or mutilation of the work or is otherwise prejudicial to the honour or reputation of the author. Moral rights of authors also include the right to be identified as the author of a copyright work (if the author has asserted this right), and breaching this right would also constitute an infringement of moral rights.

Responsibilities of the authors

8. Before submitting any work to the IET the author(s) must make sure that:
- the author(s) owns all of the rights in the work including the copyright in the work;
 - the work is the author(s)'s own original work and is not copied wholly or substantially from any other work or material or any other source;
 - the work does not infringe the copyright or other rights of any third party;
 - the author(s) has the right to licence or assign (as applicable) the copyright in the work;
 - the work or any version of it has not previously been published or submitted for publication except as specifically informed to the IET at the time of submission; and
 - the author has not submitted the work or any substantially similar work to another publication and will not do so unless the IET decides not to publish the work.

Dealing with cases of plagiarism, copyright infringement or moral rights infringement

9. If the IET becomes aware that a work may contain plagiarised material or infringe copyright or moral rights belonging to a third party, either before or after publication of that work, the IET will follow the procedures set out below.
10. In following the procedures set out below, the IET will assess for its own internal purposes whether to continue to consider for publication or withdraw a work. Any decision reached by the IET will be solely as to whether or not the IET wishes to consider publishing the work. If the IET finds that this policy has been breached a statement will be released in the form of a retraction notice:

Following a rigorous and considered review of this content, this paper has been found to be in violation of the IET's Policy in Relation to Plagiarism, Infringement of Copyright and Infringement of Moral Rights and Submission to Multiple Publications.

We hereby retract the content of this paper. Reasonable effort should be made to remove all past references to this paper.

Procedure where a work has been submitted, but not published

11. If the IET becomes aware that a work may contain plagiarised material or infringe copyright or moral rights belonging to a third party before publication, the IET will contact the author(s) to highlight the issue that has arisen and ask for the author(s)'s explanation of the apparent problem.
12. The following is a non-exhaustive list of actions that may be taken by the IET in such circumstances:

No response or unsatisfactory response

- 12.1 If no response is received or an unsatisfactory response is received to the IET's query:
- the work may immediately be withdrawn from the editorial/review process and may not be published;

- the IET may inform the author(s) that no further action with respect to progressing the reviewing/editorial handling of the work will take place and that the IET will not consider for publication works written by the author(s) for a period of 5 years;
- the IET may not consider for publication works written by the author(s) for a period of 5 years; and
- the editor or editorial board of IET publications and members of staff employed by the IET may also be informed of these actions only on a need to know basis.

Response admitting mistake

- 12.2 In the case of minor mistakes (for example omitting to include proper citation of the source of reproduced material) the IET may request from the author(s) some wording for use in noting any correction to the online version by adding a note to the metadata or adding an additional separate PDF, or in the case of a print version for use in printing an erratum note in a subsequent issue before progressing the editorial process.
- 12.3 In the case of misconduct, the IET may adopt any or all of the responses and actions listed in paragraph 12.1.

Submitting a similar work to more than one publication

- 12.4 If prior to publication, it is found that an author(s) has submitted a work or substantially similar work concurrently to more than one publication without informing the IET, the IET will inform the author (i) that it believes the same work or substantially similar work had been submitted to another publication and (ii) whether the IET will reject the work or would like to discuss publication of the work with the publisher of the other publication.
- 12.5 If prior to publication, it is found that the work or a substantially similar work has already been published previously in another publication, the IET will inform the author that it believes the same work or a substantially similar work has been published in another publication and the IET may reject the work.
- 12.6 Any repeat occurrence may result in a similar process to that described in paragraph 12.1 above except that the IET may not consider for publication works written by the author(s) for a period of 1 year.

Procedure where a work has already been published

13. If the IET has published a work and subsequently becomes aware of matters which give rise to a reasonable suspicion that the work contains plagiarised material or material that infringes copyright or moral rights then the IET may immediately retract the work from the relevant publication.
- In respect of the IET Digital Library (IDL), the metadata, (Title and Authors) may be retained, but the PDF may be removed and replaced by a notice indicating the work is currently unavailable; (an Expression of Concern while an investigation is carried out) or a Retraction Notice and
 - The IET may request that the IEEE simultaneously takes down the PDF from the Xplore platform and leaves in place similar metadata and a similar notice to that retained on IDL.

If the IET withdraws publication of a work in this manner the IET may then follow the procedure set out in paragraphs 14 and 15 below.

14. If the IET becomes aware that a work may contain plagiarised material or infringe copyright or moral rights belonging to a third party after publication, the IET will inform the author(s) that an issue has arisen and ask for the author(s)'s explanation of the apparent problem.
15. The following is a non-exhaustive list of actions that may be taken by the IET in such circumstances:

No response or unsatisfactory response

- 15.1 If no response is received or an unsatisfactory response is received to the IET's query:

- the work may be retracted from the relevant publication:
 - In respect of the IET Digital Library (IDL), the metadata, (Title and Authors) may be retained, but the PDF may be removed and replaced by a notice indicating the work has been retracted and why.
 - The IET may request that the IEEE simultaneously takes down the PDF from the Xplore platform and leaves in place similar metadata and a similar retraction notice to that retained on IDL.
 - If the work has also been printed, in the next available issue of the publication the IET may publish a retraction note (included in the contents list) with respect to the work.
- the IET may inform the author(s) that the work will be retracted from the relevant publication and that the IET may not consider for publication works written by the author(s) for a period of 5 years;
- the IET may not consider for publication works written by the author(s) for a period of 5 years; and
- the editor or editorial board of IET publications and members of staff employed by the IET may also be informed of these actions only on a need to know basis.

Response admitting mistake

- 15.2 If the author(s) responds admitting a mistake:

- In the case of minor mistakes (for example omitting to include proper citation of the source of reproduced material) the IET may request from the author(s) some wording for use in noting any correction to the online version by adding a note to the metadata or adding an additional separate PDF, or in the case of a print version for use in printing an corrigendum note in a subsequent issue.
- In the case of misconduct, the IET may adopt any or all of the responses and actions listed in Paragraph 15.1.

Similar material published in more than one publication

Where it is discovered after publication of the work that the work or a substantially similar work has been published previously in another publication, the IET will inform the author that it believes the same work had been published in another publication and the IET may retract the work from the IET publication. If redundant publication has occurred (i.e. authors have published the same data or article in more than one journal without appropriate justification, permission or cross-referencing) the journal that first published the article may issue a notice of redundant publication but should not retract the article unless the findings are unreliable. Any journals that subsequently publish a redundant article should retract it and state the reason for the retraction. If an article is submitted to more than one journal simultaneously, and is accepted and published in both journals (either electronically or in print) at the same time, precedence may be determined by the date on which a licence to publish or a copyright transfer agreement was signed by the authors. Any repeat occurrence may result in a similar process to that described in paragraph 15.1 above except that the IET may not consider for publication works written by the author(s) for a period of 1 year. Any repeat occurrence may result in a similar process to that described in paragraph 15.1 above except that the IET may not consider for publication works written by the author(s) for a period of 1 year.

Disciplinary procedures for members

16. Where the author(s) is a member of the IET and the IET believes that the author(s) may have acted contrary to the Bye-laws of the IET then the matter may be referred to the Disciplinary Board of the IET together with the facts as known.

Disputes between authors and third parties

17. This section (paragraphs 17 to 19) will be followed if there is a dispute between a third party and an author whereby a third party has made an allegation of plagiarism or infringement of copyright or moral rights against an author(s) of a work submitted to the IET for publication or published by the IET. Where such a dispute arises:
 - the author(s) and the third party should endeavour to resolve their difficulties independently of the IET;
 - the IET will not act to decide the dispute between the third party and the author;
 - the IET will not agree to act as an arbitrator or mediator on either a formal or an informal basis in any such dispute but does encourage the parties to resolve the matter amicably between themselves;
 - the IET will decide for its own internal purposes on the basis of the procedures set out in the paragraphs above, whether or not to publish a work or withdraw publication of a work if it has already been published; and
 - the IET reserves the right not to publish any work that is the subject of a dispute until the dispute has been resolved.

18. When such a dispute is finally resolved through Court proceedings or by arbitration or mediation by the author(s) and the third party, and the outcome referred to the IET, a decision as to whether or not to publish a work, or re-instate a work which has been withdrawn, will be taken by the IET.
19. If the IET itself is accused of infringement of copyright or moral rights, the IET will take such steps as it deems appropriate to defend its interests.