

# INTERNAL GUIDELINES GOVERNING CITATION OF SOURCES AND PLAGIARISM

## Article 1 General principles

1. The present document establishes the general principles governing the procedures for the citation of sources and plagiarism for all the programmes of the Institute, in particular the Master and PhD programmes.
2. These guidelines apply to all written work, including (but not limited to) research work, written work presented as part of a taught course, dissertations, workshop reports, preliminary theses and theses.

## Article 2 Objectives

1. The objective of these Guidelines is to clarify the expectations of faculty of the Institute vis-à-vis the students and the obligations of the latter.
2. These Guidelines are intended to ensure that the work submitted respects the rules governing citations of work by third parties and that it corresponds to the requirement for individual and personal creation of the work to be evaluated.

On this topic, students are hereby reminded that even if all sources are correctly cited, a piece of work which simply reproduces the opinions and writings of a third party will not be considered of a high enough standard because of the failure to produce an original and personal intellectual contribution.

## Article 3 Citations of sources

1. All reproductions of elements conceived of by others, including (but not limited to) sentences, collections of sentences, expressions, numerical data or graphical representations, must imperatively be placed within quotation marks and the source must be cited in line with the format required by the teacher of the course (e.g., as a footnote, in brackets).

An indication of the source placed at the end of a paragraph or a chapter, without quotation marks, is insufficient, as it does not indicate that the extract in question has been reproduced verbatim.

2. When changes are made to a passage of text reproduced between quotation marks (underlining, bold, insertion of a word of explanation) these modifications must be indicated, using the formula “emphasis by author” or by placing the additional words between square brackets (“it [the State] must take the necessary measures...”).

3. The obligation cited under item [1] above, cannot be avoided by the use of minor modifications to the text, or by paraphrasing the work of another author. In the event that the writer wishes to represent the work of another author – without deviating from it significantly, but without quoting the author directly using quotation marks – this should be indicated in an appropriate manner, for example by the use of “according to X, ...”, “on this subject Y believes that...”, “In substance the report of the Federal Department of Foreign Affairs reveals that ...”. To this must be added the full citation for the sources that are mentioned.
4. When thoughts, ideas or analyses of another author are presented from an original angle, and reformulated in a new sentence in a text, it is not necessary to include these in quotation marks; however, this use of the work of a third party must be indicated by a reference placed immediately after the text in question. A global reference at the end or at the start of a paragraph or chapter is insufficient.
5. The rules for citing sources and the use of quotation marks described herein are applicable not only to elements attributable to an identified author, but also apply to elements that cannot be attributed to an identified author; and this regardless of the format in which they are available (printed format, recorded, electronically via the internet, etc.).
6. The following items are exempt from these rules:
  - a. Expressions which are in no way original, even if other authors have already used them (“Switzerland is a federal State.”)
  - b. Reproductions of text of a legal or regulatory nature.

#### Article 4 Plagiarism

1. Plagiarism is generally defined as the action of an individual who claims as their own something they have appropriated from another. In other words, it includes inserting in a piece of written work elements (expressions, graphics, schemas, sentences, passages, whole chapters, etc.) taken from the work of other authors, and passing them off as one’s own work.

Plagiarism does not simply result from the action, of the plagiarist, of appropriating the work of another. It also includes the failure to correctly and completely cite one’s sources; indeed plagiarism has taken place when the work of a third party is not clearly and precisely indicated.

2. For example, reproducing, without correctly citing the source, texts taken from the Internet or another platform, even if unsigned and/or in the absence of designated authors, constitutes plagiarism on a par with the reproduction of printed works. The same is true for unpublished works.

Even if the author of the original text has given his/her consent, the action remains plagiarism under the present Guidelines.

3. All attempts at or acts of plagiarism represent reprehensible behaviour, irreconcilable with intellectual honesty and scientific rigour. In keeping with the regulations in force at the Institute, these are punishable offenses.

Punishment can include exclusion from the Institute.

Article 5      Entry into force

1. The present Guidelines were approved by the Academic Committee on 1 September 2009 and enter into force with immediate effect.
2. They apply to all students registered in an advanced training study programme (Master, PhD, summer and winter programmes) or an executive education study programme.

The French-language version of this document is the authentic text.