

Plagiarism Levels and Corrective Actions,
as taken from Section 8.2.4.D of the PSPB Operations Manual

Proposed corrective actions related to level 1 or 2 of the following shall be approved by the PSPB Chair. Furthermore, a number of the corrective actions below either require or allow notice of the offense to be placed in the IEEE electronic database and/or in the relevant publication.

Level 1.

Uncredited Verbatim Copying of a Full Paper. [The most extreme case of plagiarism is when a full paper is copied and any name of the original author list is replaced with another person.], or

Uncredited Verbatim Copying of a Major Portion (more than 50%) within a Single Paper. [An instance is where a large section of the original paper is copied without quotation marks, credit notice, reference, and bibliography. This case also includes instances where different portions of a paper are copied without attribution from a number of papers by other authors, and the sum of plagiarized material is more 50%.], or

Uncredited Verbatim Copying within More than a Single Paper by the Same Author(s). [This case includes instances where more than one paper by the offending author(s) has been found to contain plagiarized content, and all the percentages of plagiarized material in each of the discovered papers sum to greater than 50%.]

Corrective actions to be taken for level-1 violations involving only one paper are:

- (1) Publication of a notice of violation of Publication Principles, as specified in Section 8.2.4.E, in the IEEE electronic database as part of the article's bibliographic record
- (2) Publication of a notice of violation of Publication Principles, as specified in Section 8.2.4.E, in the appropriate IEEE publication where the author(s) and the specific paper have been found to be in violation of IEEE Principles against plagiarism
- (3) Prohibition of publication in all IEEE-copyrighted publications by the offending individual(s) for three to five years as determined by PSPB Chair
- (4) Rejection and return of all papers by the author(s) that are currently in review or in any IEEE publication queue (papers may be re-submitted after prohibition term has expired).

Recommended corrective actions for level-1 violations involving only one paper may also include the following:

- (1) Offending individual(s) prepare and submit an apology to the plagiarized author(s) and publication editor(s).
- (2) Publication of the offending author's apology.

If the action recommended by Section 8.2.4.D.1.b.(1) is taken, and the offending individual(s) fail to apologize in writing, the following corrective action shall be taken:

- (1) The duration of the prohibition of publication in all IEEE-copyrighted publications specified by Section 8.2.4.D.1.a.(3) shall be increased by one or two years as determined by PSPB Chair.

Corrective actions for level-1 uncredited verbatim copying within more than one paper by the offending author(s) shall include the following.

- (1) For instances where all the percentages of plagiarized material in each of the discovered papers sum to greater than 50%, corrective actions shall follow the guidelines in Sections 8.2.4.1.a through 8.2.4.1.c, noting that different authors and multiple editors might be involved.
- (2) For instances where percentages of plagiarized material in one or more of the discovered papers is greater than 50%, corrective actions shall be assigned to each offense following the guidelines in Sections 8.2.4.1.a through 8.2.4.1.c, and the PSPB Chair has the discretion of applying any combination

of the assigned corrective actions that the Chair considers appropriate.

A repetitive level-1 misconduct by authors previously found guilty of level-1 offense shall result in an increase by one or two years of the duration of suspension of publication privileges specified by Section 8.2.4.D.1.a.(3) as determined by PSPB Chair. For multiple repetitive level-1 misconducts, the PSPB Chair can administer up to and including a lifetime prohibition of publication in all IEEE-copyrighted publications.

Level 2

Uncredited Verbatim Copying of a Large Portion (greater than 20% and up to 50%) within a Paper. [An instance is where a section of the original paper is copied from another paper without quotation marks, credit notice, reference, and bibliography. This case also includes instances where different portions of a paper are copied without attribution from a number of papers by other authors, and the sum of copying results in a large portion of plagiarized material (up to 50%) in the paper.], or

Uncredited Verbatim Copying within More than One Paper by the Same Author(s). [This case includes instances where the sum of plagiarized material from the different papers would constitute the equivalent of a large portion (greater than 20% and up to 50%) of the discovered paper with the fewest words.]

Corrective actions that must be taken are:

- (1) Publication of a notice of violation of Publication Principles, as specified in Section 8.2.4.E, in the IEEE electronic database as part of the article's bibliographic record
- (2) Publication of a notice of violation of Publication Principles, as specified in Section 8.2.4.E, in the appropriate IEEE publication where the author(s) and the specific paper have been found to be in violation of IEEE Principles against plagiarism
- (3) Prohibition of publication in all IEEE-copyrighted publications by the offending individual(s) for one to three years as determined by the Organizational Unit's publications officer
- (4) Rejection and return of all papers by the author(s) that are currently in review or in any IEEE publication queue (papers may be re-submitted after prohibition term has expired).

Corrective actions for uncredited verbatim copying of large portions of papers may also include the following:

- (1) Offending individual(s) prepare and submit an apology to the plagiarized author(s) and publication editor
- (2) Publication of the offending author's apology.

If the corrective action recommended by Section 8.2.4.D.2.b.(1) is taken, and the offending individual(s) fail to apologize in writing, the following corrective action shall be taken:

- (1) The duration of the prohibition of publication in all IEEE-copyrighted publications specified by Section 8.2.4.D.2.a.(3) shall be increased by one or two years as determined by the Organizational Unit's publications officer.

Level-2 uncredited verbatim copying within more than single paper by the offending author(s) is equivalent to a level-1 offense, and corrective actions shall follow the guidelines in Sections 8.2.4.1.a through 8.2.4.1.c, noting that different authors and multiple editors might be involved.

A repetitive level-2 misconduct by authors previously found guilty of level-1 or level-2 offense shall result in an increase by one or two years of the duration of suspension of publication privileges specified by Section 8.2.4.D.2.a.(3) as determined by PSPB Chair. Sequential instances of level-2 plagiarism will be determined using the same definition specified in Section 8.2.4.D.1.d.(2). For multiple repetitive level-2 misconducts, the PSPB Chair can administer up to and including a lifetime prohibition of publication in all IEEE-copyrighted publications.

Level 3.

Uncredited Verbatim Copying of Individual Elements (Paragraph(s), Sentence(s), Illustration(s), etc.) Resulting in a Significant Portion (up to 20%) within a Paper. [An instance could be where portions of original paper are used in another paper without quotation marks, credit notice, reference, and bibliography.]

Corrective actions that shall be taken are:

- (1) Offending individual(s) prepare and submit an apology to the plagiarized author(s) and to the editor of the publication where the plagiarized work was submitted.
- (2) Publication of a notice of violation of Publication Principles, as specified in Section 8.2.4.E, in the IEEE electronic database as part of the article's bibliographic record.

If the offending individual(s) fail to apologize in writing, the following corrective actions shall be taken:

- (1) Prohibition of publication in the IEEE publication where the offense took place by the offending individual(s) for the next one or two years of the publication or, if appropriate, the next one or two volumes of the conference proceedings, as determined by the editor
- (2) Rejection and return of all papers for that publication by the author(s) that are currently in review or the queue for that publication (papers may be re-submitted after prohibition term has expired).

The following actions may also be taken:

- (1) Publication of the offending author's apology.

Repeated offenses for uncredited verbatim copying of individual elements of papers shall result in suspension of publication privileges in any IEEE Publications for one year and suspension of all papers by the author(s) that are currently in review or in any IEEE publication's queue.

Level 4.

Uncredited Improper Paraphrasing of Pages or Paragraphs. [Instances of improper paraphrasing occur when only a few words and phrases have been changed or when the original sentence order has been rearranged; no credit notice or reference appears with the text.]

Corrective actions that shall be taken are:

- (1) Offending individual(s) prepare and submit an apology to the plagiarized author(s) and publication editor.
- (2) Publication of a notice of violation of Publication Principles, as specified in Section 8.2.4.E, in the IEEE electronic database as part of the article's bibliographic record.

If the offending individual(s) fail to carry out the above actions, the following corrective actions shall be taken:

- (1) Prohibition of publication in the IEEE publication where the offense took place by the offending individual(s) for one year of the publication or, if appropriate, the next volume of the conference proceedings.

The following actions may also be taken:

- (1) Publication of the offending author's apology.

Repeated offenses for uncredited improper paraphrasing shall result in suspension of publication privileges in all IEEE Publications for one year and rejection and return of all papers by the author(s) that are currently in review or in any IEEE publication's queue (papers may be re-submitted after prohibition term has expired).

Level 5.

Credited Verbatim Copying of a Major Portion of a Paper without Clear Delineation.

[Instances could include sections of an original paper copied from another paper; credit notice is used but absence of quotation marks or offset text does not clearly reference or identify the specific, copied material.]

Corrective actions that shall be taken are:

- (1) Offending individual(s) prepare and submit an apology to the original author(s) and publication editor
- (2) Offending individual(s) prepare correction or retraction and submit this document to the editor for publication.

If the offending individual(s) fail to carry out the above actions, the following corrective actions shall be taken:

- (1) Prohibition of publication in the IEEE publication where the offense took place by the offending individual(s) for one year of the publication or, if appropriate, the next volume of the conference proceedings.

The following action may also be taken:

- (1) Publication of a notice of violation of Publication Principles, as specified in Section 8.2.4.E, in the IEEE electronic database as part of the article's bibliographic record.

Repeated offenses for improper credited verbatim use shall result in suspension of publication privileges in all IEEE Publications for one year and rejection and return of all papers by the author(s) that are currently in review or in any IEEE publication's queue (papers may be re-submitted after prohibition term has expired).