

# NACADA Plagiarism Policy and Procedure

*In accordance with both best practice and industry guidelines for publication, all NACADA publications strictly adhere to referencing and citation guidelines. Furthermore, NACADA takes claims of plagiarism very seriously. While all accepted manuscripts will go through reference check, copyedit, and proofreading prior to publication, authors acknowledge that they understand the importance of and assume the responsibility for proper citation and representation of reference material and data within their manuscript. Authors are responsible for obtaining copyright permissions for previously published material. Author contributions found to use plagiarized or self-plagiarized material will not be accepted for publication.*

## **Process for Plagiarism Claims:**

1. *Individual notifies the NACADA Executive Office or a NACADA publication leader (editor, reviewer, etc.) in writing, of the instance of plagiarism. The individual must provide a detailed account of the offending content as well as the reference that has been inappropriately used or cited.*
2. *If a publication leader is first informed of the claim, they will immediately notify the NACADA Executive Office managing editor. If the managing editor is first notified, they will inform the leader(s) of that publication immediately. The managing editor will also be responsible for informing NACADA Executive Office leadership of the plagiarism claim.*
3. *The leader(s) of the publication (editors, review committee, etc.) will be responsible for reviewing the information provided by the claim individual and determining if plagiarism has occurred.*
4. *NACADA will provide administrative support for their investigative efforts which may include access to plagiarism software or other resources deemed appropriate.*
5. *Following their research into the claim, the publication leader(s) will inform the NACADA Executive Office of their findings and decision. The claiming individual will then be informed of the findings and decision.*
6. *If the claim of plagiarism is substantiated, the publication will be immediately removed from the publication venue unless all parties involved agree to revisions. NACADA will be responsible for paying for revisions needed once these have been agreed upon by all parties.*