

The Henry L. Stimson Center

Academic Integrity Policy

To safeguard the quality of Stimson's publications and to promote best practices in research and information dissemination, the Stimson Center expects all employees and affiliates to behave as honest and responsible members of the think tank community. All are expected to observe the following publication review standards and to adhere to protocols regarding plagiarism and fabrication/falsification of information. Failure to comply with those standards and engaging in academic misconduct may result in disciplinary action and/or termination.

Academic misconduct includes, but is not limited to, engaging in plagiarism and fabrication or falsification of information. Plagiarism includes use of intellectual material produced by another person without acknowledging its source. Fabrication or falsification of information includes furnishing false information, fabricating or altering research dates and information and presenting it as legitimate, or providing false or misleading information.

Publication review standards

- **Information citation:** All Stimson staff, interns, and affiliates should use an established, widely accepted citation style relevant to their particular discipline when referencing information produced by another person.

Application of this practice includes longform and shortform products, oral presentations, and visual media presentations.

- **Plagiarism check:** All Stimson products should be reviewed for plagiarism by at least one member of the relevant program. Staff should pay particular attention to the risk of plagiarized material in products written by new team members, interns, and affiliates. Staff reviewers should select phrases from the product – either taken at random, or chosen based on any unusual variations in tone within the document – to check for similar wording in other texts using a web search or online plagiarism monitoring software.

- **Fact check:** All Stimson products should be fact-checked internally by at least one member of the relevant program. Staff reviewers should pay particular attention to the quality and accuracy of references or citations, the accuracy of dates and proper nouns, and the accuracy of any claims made without reference to other sources.

- **Peer review:** Longform products should be reviewed by at least three experts in the field prior to publication. Shortform products may not receive peer review at the program director's discretion.

- **Copyedit:** Longform products should be reviewed by a professional copyeditor prior to publication. Shorter products may be copyedited by Stimson staff members at the program director's discretion. All research products should adhere to Stimson's style guide standards.

- **Certification:** Compliance with these standards must be certified by Stimson's Executive Office prior to publication of any Stimson-branded research products.

Protocol for cases of plagiarism and information fabrication/falsification

If an employee, intern, or affiliate is found to plagiarize the work of others or knowingly fabricate or present falsified data and information in longform products, shortform products, or oral or visual presentations, the individual will be required to undergo an administrative review requiring the participation of the individual, the employee's supervisor, and a human resources representative.

In an administrative review, the employee will have the opportunity to discuss his/her actions. If the individual is deemed responsible for plagiarism or fabrication or falsification of information, consequences may include a warning, disciplinary action, or termination. The appropriate level of sanction will be determined by Stimson's human resources representative and the employee's supervisor, and is subject to appeal to an executive officer of the organization previously uninvolved with the case.