



مؤسسة الكويت للتقدم العلمي
Kuwait Foundation for the Advancement of Sciences

KFAS Plagiarism Policies

October 2022



Purpose of Document: The purpose of this document is to define the principles and policies of the Kuwait Foundation for the Advancement of Sciences (KFAS) in relation to plagiarism, as well as the guidelines and criteria for assessing any form of plagiarism through an approved software.

What is Plagiarism? Plagiarism is defined as using the words or ideas¹ of others, without proper referencing or acknowledgments in place, including self-plagiarism. Self-plagiarism is considered when similarities are detected between previous text authored or co-authored by the applicant, either in manuscripts, conference proceedings, book chapters and other formal, peer-reviewed reports.

KFAS Plagiarism Policies

1. Plagiarism can be detected through an approved software or through evidence that is validated through the approved software or other means.
2. Only well-versed and trained employees should use the software to guarantee that the documentation is properly assessed and analyzed, as well as to ensure that subsequent reports materializing from the results of the software are developed properly.
3. The functionality of the software will dictate the guidelines, criteria and definitions for detecting and identifying plagiarism.
4. All documents that have completed the initial screening process for eligibility, or other factors, will then be subjected to the approved software to check for all forms of plagiarism, including self-plagiarism.
5. The following should be considered when reviewing potential cases of self-plagiarism:
 - a. If a journal article is from, or an extension of, a conference proceeding and similar texts are observed (published by the same publisher), this is not considered self-plagiarism.
 - b. If a journal article has similar text(s) to a conference proceeding and the two are not an extension of each other, then this is considered self-plagiarism.
 - c. If a copyright waiver or a permission from the publisher or conference organizers has been granted, and both the conference and journal papers have the same authorship and the same authorship order, then this is not considered self-plagiarism.

¹ This includes data, results, previously figures, diagrams, computer code etc. reported formally (i.e. manuscripts).

- d. Similarities of a published manuscript and one that is self-archived on an e-Print repository can be excluded when considering similarity, if both papers have the same authorship (names and order).
- 6. Should the software detect similarity with work published after the submission of the application, these should be discounted and not used in assessing the overall similarity index of the document, unless they are by the same author.
- 7. Any citable work in the documentation, that is not checked by the software, needs to be manually checked for proper citation and referencing.
- 8. All software related documents (reports, analyses, etc.) must be kept highly confidential and these documents can only be shared with those authorized to review them.

Policies, Guidelines and Criteria for the Use of iThenticate

What is iThenticate? iThenticate has been approved as the central source for assessing plagiarism in applications, proposals and other formal documentation received at KFAS for review and evaluation. The iThenticate tool that is part of a suite of products from Turnitin², which has been used to help promote academic integrity and improve research outcomes by leveraging cutting-edge technology.

Policies for the use of iThenticate:

1. A similarity index score from iThenticate should be used as indicator as to how and to what depth the document should be reviewed and screened for plagiarism. The following guidelines should be used:
 - a. A document with a similarity index score of 15% or lower can be screened quickly.
 - b. A document with a similarity index higher than 15% and up to 25% should be checked more thoroughly.
 - c. Any document that receives an overall similarity index above 25% from the iThenticate system, will be considered plagiarized, and will not be considered for review.
2. Verbatim copies of strings of text (10 words or more) at the sentence or paragraph level are not acceptable, even if the similarity index is below 15%.
3. Documents in their entirety should be checked for plagiarism, including abstracts and methodology sections. The following should be excluded from the search:
 - a. Quotes and references/bibliographies
 - b. Author names and affiliations, as well as author contributions
 - c. Acknowledgements
 - d. Abbreviations
 - e. Keywords
4. Detection of similarity with work published after the submission of the application, should be discounted and not used in assessing the overall similarity index of the document, unless they are by the same author.
5. Any citable work in the documentation, that are not checked by the software, needs to be manually checked for proper citation and referencing.

² Turnitin may be used for assessing plagiarism for reports (not published) that are submitted to KFAS.

Guidelines and Criterion used for iThenticate:

1. Small matches exclusion thresholds can be set to 10 words, and small (single) sources total match percentages should be set at 5%.
2. Searches for plagiarism should not be limited and should be checked against all possible repositories available.
3. For self-plagiarism, the connection and extension between journal articles and conference proceedings (for certain disciplines) should be carefully considered manually to properly assess any occurrences of self-plagiarism. The following guidelines should be used when assessing conference papers and journal papers for cases of self-plagiarism:
 - a. If the authors of the conference and the journal papers are the same, the conference paper is excluded from the similarity index if at least one of following conditions is met:
 - i. Both are published by the same organization.
 - ii. The conference paper is published in a journal managed³ by the conference, and the authorship and order of authorship are the same.
 - iii. A copyright waiver has been granted to the authors to publish the conference paper in any journal, with the same authorship (names and order).

³ Could also include extended version of the conference papers selected for publication in scientific journals (by the selection committee for other authority figure from the conference).