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Guidelines:

Anti-plagiarism policy of *JZUS-A/B* & *FITEE*[*]

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'Where is there dignity unless there is honesty?'

—Cicero, a famous ancient Roman philosopher, statesman, lawyer, orator, and political theorist

'Regulate the mind (Zhengxin)', 'Make the purpose sincere (Chengyi)', and 'Cultivate personal virtue (Xiushen)'

—Famous phrases of Confucian philosophy in the traditional Chinese culture

As Morris *et al*. (2013) indicated 'it is a very good idea to have a policy in place for dealing with these [ethical] issues', and based on the ethical code and flowcharts of the Committee on Publication Ethics (COPE)[1] and our experience at *Journals of Zhejiang University-SCIENCE A/B* & *FITEE*, we have posted the 2015 *JZUS*-policy online (http://www.zju.edu.cn/jzus/Policy.php). It includes three sections: Forms of Plagiarism, Anti-Plagiarism Policy, and CrossCheck Workflow. The following is the full text of this policy.

Forms of Plagiarism

- Self- (or team) plagiarism without identification and acknowledgement
- Cutting and pasting of others' work without identification and acknowledgement
- Replication of methods sections (in Biosciences papers) without clear statement of the source
- Republication of conference papers with little added value
- Review papers which largely replicate previously published content
- Plagiarism of images/tables/formulae/data without both acknowledgement and copyright permission
- Plagiarism of ideas
- Wholesale plagiarism of previously published text
- Republication in translation without acknowledgment, permission, and full citation

A. Self- (or team) plagiarism without identification and acknowledgement

When an author (or another author from the same research project) repeats text and/or data from his/her (or the team's) previously published work, either verbatim or with minimal rewording, as well as redundant or duplicate publication in a new article without clear acknowledgement, this is defined as self- (or team) plagiarism (Morris *et al*., 2013).

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[1] COPE Code of Conduct: http://publicationethics.org/resources/code-conduct; COPE Flowcharts: http://publicationethics.org/resources/flowcharts
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Remedy – identify the repeated (or reworded) content and provide full citation to the original publication.

B. Cutting and pasting of others' work without identification and acknowledgement

When an author directly copies text (or other content), either verbatim or with minimal rewording, from others' work, the quotation must be clearly identified (by quotation marks or – if necessary – indentation) and a full citation must be provided to the original source. Otherwise, it will be considered plagiarism (University of Oxford, 2015).

Remedy – identify the quoted (or reworded) content and provide full citation to the original publication.

C. Replication of methods sections (in Biosciences papers) without clear statement of the source

When a standard method is identical to that described in a previously published article (whether by the same or different authors), it may be repeated verbatim, but a full citation must be provided to the original source; otherwise, the behavior will be considered plagiarism (Roig, 2013; Jia *et al*., 2014).

Remedy – identify the quoted method and provide full citation to the original source. If the description is particularly long or complex, it may either be (a) appended to the description (with full citation) as supplemental material or (b) provided in the form of a link to the published original, if this is freely available online (Zhang *et al*., 2013; Jia *et al*., 2014).

D. Republication of conference papers with little added value

If the paper has not been substantially reworked to include additional details which could not be included in the conference paper, such as detailed proofs or wider comparison with other work in the field, it would be considered self-plagiarism (Zhang and Jia, 2013).

Remedy – add 60% or more of substantive new material, which adds value to the original conference paper. Full citation to the original publication must be given, as well as copyright permission from the original publisher (Zhang and Jia, 2013).

E. Review papers which largely replicate previously published content

If the summaries consist wholly or mainly of the original authors' words (Overall Similarity Index (OSI)>35%), even if they are clearly identified with quotation marks, this would be considered plagiarism (Zhang and Jia, 2012).

Remedy – the review author should rewrite the overview in his or her own words.

F. Plagiarism of images/tables/formulae/data without both acknowledgement and copyright permission

Reproducing illustrative content such as tables, diagrams, images or photographs, or indeed formulae, from someone else's work without both acknowledgement and (in the case of illustrative content) copyright permission from the original publishers, is considered plagiarism, and potentially also copyright infringement (Saunders, 2010; Zhang *et al*., 2014).

Remedy – provide full citation to the original source, and (in the case of illustrative material) obtain written copyright permission from the original publisher, and include an acknowledgement in whatever form they require.

G. Plagiarism of ideas

If an author reuses another author's ideas (the product of his/her intellectual effort) without acknowledgement of the original together with a full citation, this is considered plagiarism (Saunders, 2010; Zhang *et al*., 2014).

Remedy – identify the originator of the idea(s), and provide a full citation to the original published source.

H. Wholesale plagiarism of previously published text

If an author submits, as a new publication, large sections (or even complete articles) of his/her own or others' previously published text, we consider this to be major plagiarism and will always reject the article. An indicator of what constitutes 'large sections' would be if the CrossCheck Single Match Similarity Index (SMSI) is >10% or the Overall Similarity Index (OSI) is >35%[2] (iParadigms LLC, 2009; Zhang and Jia, 2012).

Remedy – there is no remedy in this instance; the paper will always be rejected.

I. Republication in translation without acknowledgement, permission, and full citation

If an author submits for publication of an article which has already been published in another language without acknowledging the fact, this would be considered self-plagiarism. The fact that the article has already been published in another language must be clearly acknowledged and the original publication fully cited; copyright permission must also be obtained from the original publisher (Zhang, 2013).

Remedy – make clear that it is a translation, provide full citation to the original publication, and obtain written copyright permission from the original publisher.

Anti-Plagiarism Policy (*JZUS*)

The general rules that we have come up with are as follows.

The following are acceptable, provided always that (a) the quotation (if any) is typographically identified (by quotation marks or, for longer extracts, indentation), (b) the source is acknowledged in the text, and (c) a full citation to the original is given:

1. Quotation of a modest amount (under 100 words (Wager, 2011)) of the author's own or others' text;
2. Paraphrase of previously published text in the author's own words;
3. Repetition of someone else's ideas;
4. Reproduction of a chart, image, table or key equation from your own or someone else's work (provided copyright permission has been obtained from the original copyright owner, and acknowledgement is included in whatever form they request);
5. In Biosciences papers it is acceptable to reproduce the description of a standard/homemade method from a previously published source, provided the source is properly acknowledged;
   For long or complex descriptions, there are two acceptable alternatives: (1) appending the description (with full citation) as supplemental material or (2) providing a link to the published original description, if it is freely available online (Zhang *et al*., 2013; Jia *et al*., 2014);
6. Republication of a previously published conference paper is acceptable, if 60% or more of the content is new and substantive (provided copyright permission has been obtained from the original copyright owner, and acknowledgement is included in whatever form they request);
7. Republication in translation not only by the reviewer/peer recommendation, but also with copyright permission obtained from the original copyright owner.

The following are unacceptable in any circumstances:

8. Duplicate publication of an entire article;
9. Major plagiarism of the work of others (SMSI>10% or OSI>35%);
10. Serious self- (or team) plagiarism (SMSI>10% or OSI>35%);
11. Review papers which reproduce substantial amounts of the texts discussed (OSI>35%).

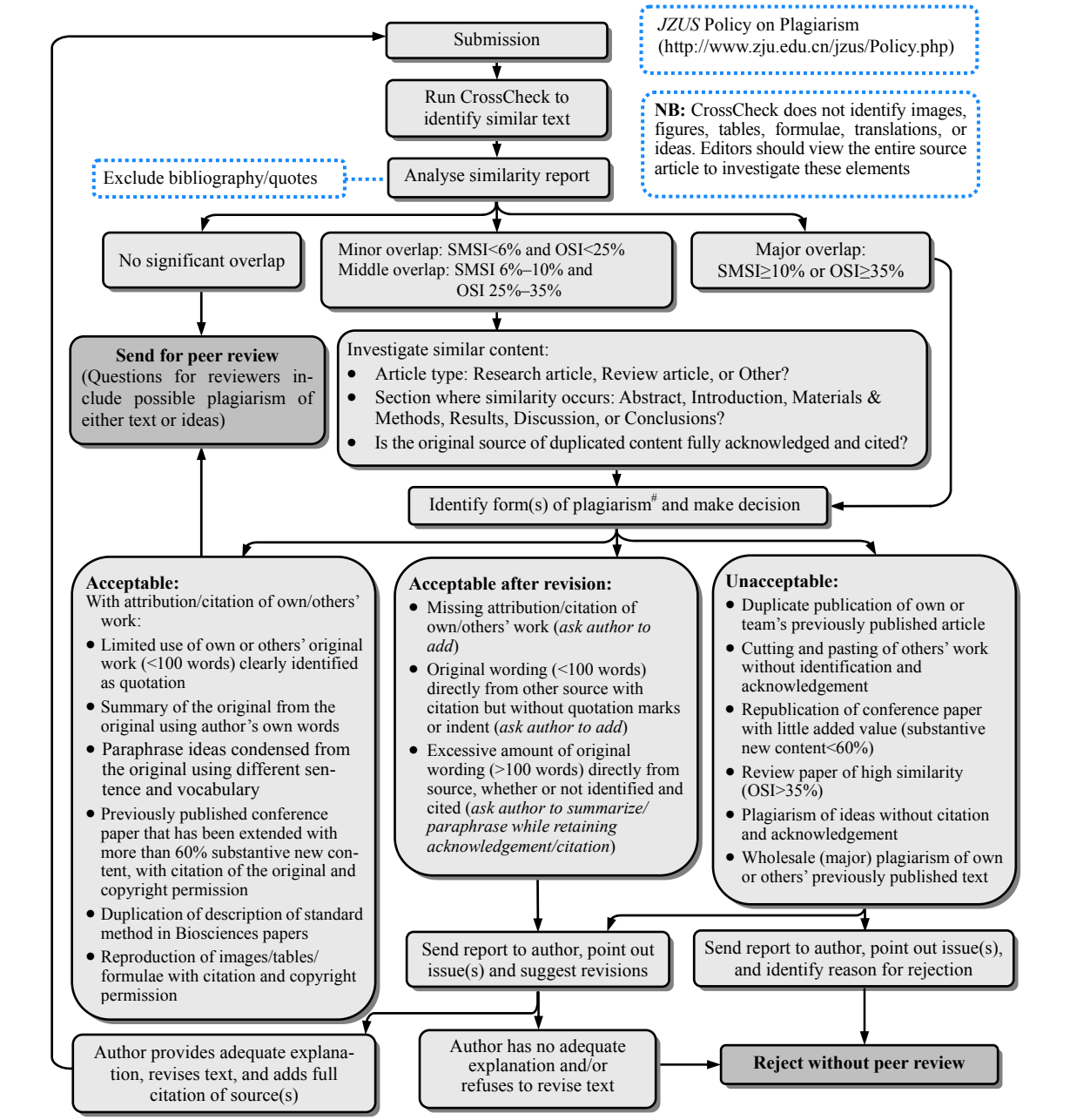
[2] OSI: the Overall Similarity Index represents the 'percentage of similarity between a submission and information existing in the iThenticate databases selected as search targets' (minor: <25%; middle: 25%–35%; major: >35%); SMSI: the Single Match Similarity Index represents the percentage of similarity from a single source (minor: <6%; middle: 6%–10%; major: >10%) (Zhang and Jia, 2012)

CrossCheck Workflow (*JZUS*) (see Figs. 1a and 1b)

JZUS makes it very clear to authors that, in addition to its high international peer review standards and its strict anti-plagiarism policy, CrossCheck will be used to check their submitted papers in order to identify unduly high levels of similar text, which gives rise to the possibility of plagiarism. The workflow that we have been developing and using since 2010 (Zhang, 2010; Lin *et al*., 2011) on our journals is shown diagrammatically as follows.

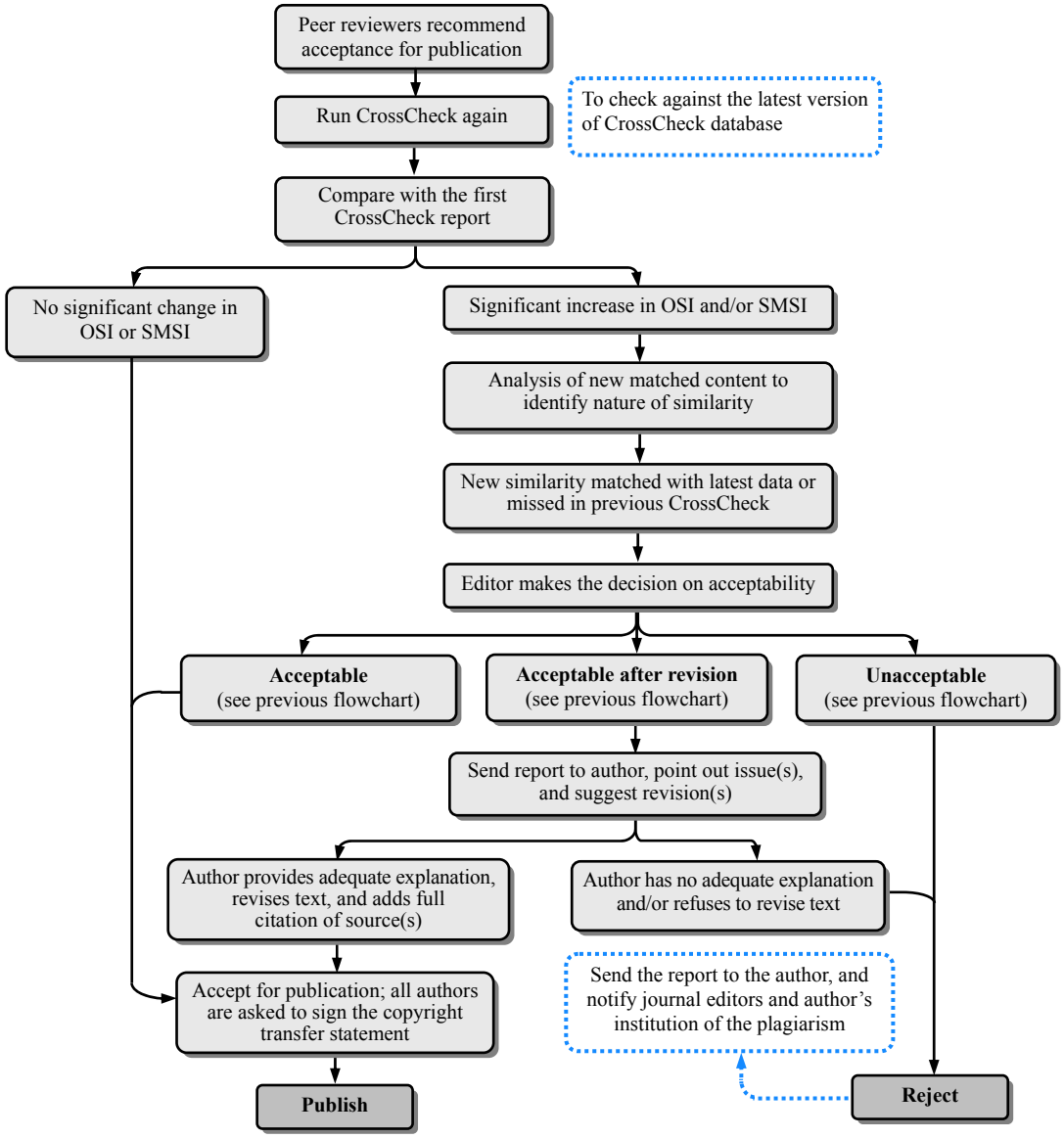
Fig. 1 CrossCheck Workflow of *JZUS-A/B & FITEE*

(a) The first CrossCheck during submission



Nine forms of plagiarism: A. Self- (or team) plagiarism without identification and acknowledgement; B. Cutting and pasting of others' work without identification and acknowledgement; C. Replication of methods sections (in Biosciences papers) without clear statement of the source; D. Republication of conference papers with little added value; E. Review papers which largely replicate previously published content; F. Plagiarism of images/tables/formulae/data without both acknowledgement and copyright permission; G. Plagiarism of ideas; H. Wholesale plagiarism of previously published text; I. Republication in translation without acknowledgement, permission, and full citation

(b) The second CrossCheck before publication



Contributors

Zhang YH drafted the policy paper, and Lin HF and Ye Q drew the CrossCheck workflow.

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