

***Metallography, Microstructure, and Analysis* Plagiarism Policy**

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The editors of *Metallography, Microstructure, and Analysis* (MMA) assert that plagiarism in any form is not acceptable in scholarly publications, and therefore establish the following policy stating specific actions (penalties) when plagiarism is identified in an article that is submitted for publication in MMA. This policy is based largely on the plagiarism policy of the *Journal of Thermal Spray Technology*,¹ and the guidelines established by the Committee on Publication Ethics.²

Definition:

Plagiarism involves the "use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." [1995 Random House Compact Unabridged Dictionary].

Policy:

Manuscripts submitted to MMA must be original, unpublished, and not pending publication elsewhere. Any material taken verbatim from another source needs to be clearly identified as different from the present original text by (1) indentation, (2) use of quotation marks, and (3) identification of the source. Any text of an amount exceeding fair use standards (herein defined as more than two sentences or the equivalent thereof) or any graphic material reproduced from another source requires permission from the copyright holder and, if feasible, the original author(s), and also requires identification of the original source; e.g., previous publication.

Identification of Plagiarism

It is the policy of this journal to use automated software to check for plagiarism in all submitted manuscripts. The results of this automated detection are forwarded to the Associate Editor, and will serve as the preliminary check for plagiarism. Plagiarism may also be identified during the review process by the technical reviewers assigned to the manuscript.

When plagiarism is identified, the Associate Editor responsible for the review of the manuscript and the Editor-in-Chief will agree on measures according to the extent of plagiarism detected in the manuscript in agreement with the following guidelines. The Editor-in-Chief shall have the authority to deviate from these guidelines on a case by case basis.

Plagiarism Offense	Action Taken
<u>Minor</u> Short sections of another article are plagiarized without any significant data or idea taken from the other paper	A warning is given to the authors and a request to change the text and properly cite the original article is made.
<u>Intermediate</u> A significant portion of a paper (more than two sentences but less than 20% of the content) is plagiarized (including plagiarism	The submitted article is rejected and a resubmission is not permitted.

of one's own previously published work) without proper citation to the original paper.	
Severe A significant portion of a paper (>20%) is plagiarized that involves reproducing original results or ideas presented in another publication. Multiple (repeated) instances of plagiarism at the intermediate level may also constitute a severe infraction.	The paper is rejected and the authors are forbidden to submit further articles to the journal of a period of three years.

It is understood that all authors are responsible for the content of their submitted paper as they all sign the ASM Copyright Transfer Form. If a penalty is imposed for plagiarism, all authors will be subject to the same penalty. If a second case of plagiarism by the same author(s) is identified, a decision on the measures to be enforced will be made by the Editor-in-Chief and Associate Editor(s). The author(s) may receive a lifetime ban on submitting articles to MMA.

Self-Plagiarism

In most instances, the policy described above will also apply to material reproduced from another publication by the same author(s). However, the editorial staff of MMA recognizes that some instances of self-plagiarism arise from a lack of understanding regarding ethical practices in scholarly publishing. As such, the Associate Editor and Editor-in-Chief will use their discretion in determining actions to take, including but not limited to those identified above.

If an author uses text or figures that have previously been published, the corresponding paragraphs or figures should be identified and the previous publication referenced. It is understood that in case of a review paper or a paper of a tutorial nature much of the material was previously published. The author should identify the source of the previously published material and obtain permission from the original author and the publisher.

In the case of a manuscript that was originally published in conference proceedings and then is submitted for publication in MMA either in identical or in expanded form, the authors must identify the name of the conference proceedings and the date of the publication and obtain permission to republish from the copyright holder. The Editor-in-Chief may decide not to accept this paper for publication based solely on the prior publication in a conference proceedings.

If an author uses some of his/her previously published material to clarify the presentation of new results, the previously published material shall be identified and the difference to the present publication shall be mentioned. Permission to republish must be obtained from the copyright holder. However, an author shall be permitted to use material from an unpublished presentation, including visual displays, in a subsequent journal publication.

Submission to Multiple Journals

If an author submits a manuscript to MMA with significant overlap with a manuscript submitted to another journal simultaneously, and this overlap is discovered during the review process or

after the publications of both papers, the editor of the other journal is notified and the case is treated as a severe plagiarism case. Significant overlap means use of identical or almost identical figures and identical or slightly modified text for one half or more of the paper.

The editor may select a specific paper that had been published (e.g. a “historic” paper) for republication in order to provide a better perspective of a series of papers published in one issue of MMA. This republication shall be clearly identified as such and the date and journal of the original publication shall be given, and the permission of the author(s) and the publisher shall be obtained.

Policy Enforcement

The ASM Production Coordinator for the Journal is responsible for maintaining the list of authors subjected to penalties and will check that no authors of a submitted paper are on this list. If a banned author is identified, the Coordinator will inform the Editor-in-Chief, who will then take appropriate actions.

This policy will be posted on the journal website with the instructions for submitting a manuscript, and a copy will be sent to the authors with the confirmation email upon initial receipt of their original manuscript. A sentence shall be added to the copyright transfer form to indicate that the author(s) have read and understood the Plagiarism Policy.

Acknowledgments

The bulk of this policy is based upon the plagiarism policy of the *Journal of Thermal Spray Technology* (JTST); significant portions of the JTST policy text are used here with permission. MMA thanks the editorial staff of JTST for permitting this use. MMA would also like to acknowledge the Committee on Publication Ethics (COPE), whose guidelines and other materials were used in customizing this policy for MMA.

References

1. Journal of Thermal Spray Technology Plagiarism Policy
<http://www.springer.com/materials/surfaces+interfaces/journal/11666>, downloaded December 17, 2015.
2. Committee on Publication Ethics Flowcharts, What to do if You Suspect Plagiarism,
<http://publicationethics.org/resources/flowcharts>, downloaded December 17, 2015.