

## ***The Piano Magazine Plagiarism Policy***

The key to avoiding plagiarism, as outlined by the *American Psychological Association*, is that “an author does not present the work of another as if it were his or her own work.”<sup>1</sup>

The proper citation and credit of all sources is the responsibility of the author, not the editorial staff. If authors need help locating or citing a source they are welcome to ask the editorial staff for assistance. Editors, however, including the Editor-in-Chief, are not responsible for determining original authorship of submitted material.

Plagiarism may include, but is not limited to, any of the following:

- 1) Using text, music, graphics, images, words, concepts, ideas, research, statistics, theories, methodologies or other works that were created by others, without proper citation.
- 2) Copying verbatim or nearly verbatim the words of another without proper citation.
- 3) Paraphrasing another’s work or material without proper citation and credit.
- 4) Failure to properly cite and credit quoted material and/or failure to clearly indicate (through quotation marks or indented text) quoted material.

If plagiarism is suspected by the editorial staff of *The Piano Magazine*, or if allegations of plagiarism are reported to *The Piano Magazine*, the following steps will be taken:

- 1) *The Piano Magazine* will contact the author and inform the author of the allegation.
- 2) The author will have ten days to respond to the allegation in writing.
- 3) An investigation will be conducted by a minimum of three members of the *The Piano Magazine* editorial staff, including the Editor-in-Chief.

If the allegations of plagiarism are substantiated through investigation, *The Piano Magazine* may take one or more of the following actions:

- 1) A notice of the plagiarism determination will appear in *The Piano Magazine*, and will include the determination of the investigation, an apology from the author, and a list of errata.
- 2) Removal of material found to contain plagiarism from the Company’s website and other online resources.
- 3-) The author will be banned from submitting manuscripts to *The Piano Magazine* for a minimum of three years. Longer suspensions may be initiated at the discretion of *The Piano Magazine*.
- 4) Any other course of action as recommended by the editorial staff which reviewed the matter.

<sup>1</sup> American Psychological Association (2001). *The publication manual of the American Psychological Association (Sixth Edition)*. Washington, D.C.: American Psychological Association, p. 349.

**Portions of this policy adapted from the  
Music Teachers National Association Plagiarism Policy**

**Policy adopted by the Frances Clark Center for Keyboard Pedagogy  
Board of Directors, October 2013, updated February 2019**