



## **UGANDA HIGHER EDUCATION REVIEW JOURNAL**

### **PLAGIARISM POLICY**

**January 2026**

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## **1 Authority and Legal Basis**

This Plagiarism Policy is issued under the authority of the Uganda Higher Education Review Journal (UHERJ), a publication of the National Council for Higher Education (NCHE). The policy is aligned with applicable national laws and regulations, including but not limited to:

- The Universities and Other Tertiary Institutions Act, Cap 262
- The Data Protection and Privacy Act, 2019
- The Copyright and Neighbouring Rights Act Cap 222
- International best practices in scholarly publishing and research ethics

This policy provides a framework for ensuring academic integrity in all manuscripts submitted to or published by the Journal.

## **2 Purpose**

The purpose of this policy is to:

- Promote academic integrity, originality, and ethical scholarship
- Prevent, detect, and address plagiarism in higher education institutions and NCHE-related work
- Provide a clear, fair, and transparent framework for handling plagiarism cases

## **3 Scope of Application**

This policy applies to:

- Authors submitting manuscripts to the Uganda Higher Education Review Journal
- Editors, reviewers, and editorial board members
- Research collaborators and contributors associated with published works

It covers all manuscripts, articles, reviews, policy analyses, and other scholarly works submitted to or published by the Journal.

## 4 Definition of Plagiarism

Plagiarism is the act of presenting another person's work, ideas, data, or expressions as one's own without appropriate acknowledgment. Plagiarism may occur intentionally or unintentionally.

## 5 Forms of Plagiarism

Plagiarism includes, but is not limited to:

- **Direct plagiarism:** copying text verbatim without quotation or citation
- **Paraphrasing plagiarism:** rewording another person's work without proper attribution
- **Mosaic plagiarism:** blending copied phrases with original text without citation
- **Self-plagiarism:** reuse of one's previously submitted or published work without disclosure or permission
- **Collusion:** unauthorized collaboration resulting in non-original work
- **Contract cheating:** submission of work produced by a third party
- **Inappropriate use of artificial intelligence** tools without disclosure or acknowledgment

## 6 Responsibilities

### 6.1 The Journal (UHERJ)

- Establish and enforce standards of academic integrity and originality
- Subject all submissions to plagiarism screening
- Investigate alleged cases of plagiarism fairly and confidentially
- Take appropriate editorial action in accordance with this policy

### 6.2 Authors

- Ensure that all submitted work is original
- Properly cite and acknowledge all sources
- Disclose prior publication, reuse, or use of artificial intelligence tools

### **6.3 Editors and Reviewers**

- Uphold ethical standards in editorial and peer review processes
- Report suspected plagiarism to the Editor-in-Chief
- Maintain confidentiality throughout the review process

## **7 Prevention and Detection**

- All manuscripts shall be screened using plagiarism detection software approved by the Journal
- Similarity reports shall be interpreted using editorial judgment and disciplinary context
- References, quotations, methodology sections, and commonly used phrases may be excluded from similarity calculations where appropriate
- Authors may be required to revise manuscripts that exceed acceptable similarity thresholds

## **8 Reporting of Plagiarism**

- Suspected cases of plagiarism shall be reported to the designated authority within the institution or NCHE
- Reports shall be handled confidentially and professionally
- Anonymous reports may be considered where credible evidence exists

## **9 Investigation Procedure**

1. Preliminary assessment of the allegation
2. Formal investigation by a duly constituted committee
3. Written notification to the accused party
4. Opportunity for response and representation
5. Determination based on evidence and applicable standards

## 10 Editorial Actions and Sanctions

The Journal adheres to the principles and best practices of the **Committee on Publication Ethics (COPE)** in handling plagiarism and publication misconduct.

Editorial actions shall be proportionate to the severity and nature of the offence and may include:  
Editorial actions shall be proportionate to the severity and nature of the offence and may include:

- Request for revision or clarification
- Rejection of the manuscript
- Retraction of a published article
- Publication of a correction or notice of misconduct
- Temporary or permanent ban on future submissions

Where appropriate, serious cases may be reported to the author's institution or relevant authorities.

## 11 Appeals

An individual subject to sanctions may appeal the decision in accordance with established NCHE or institutional procedures within a prescribed timeframe.

## 12 Records and Reporting

- The Journal shall maintain confidential records of plagiarism cases and editorial decisions
- Aggregate data may be used for quality improvement and reporting to NCHE

## 13 Implementation Guidelines

The Journal shall issue internal editorial guidelines to operationalize this policy, including:

- Acceptable similarity thresholds for different manuscript types
- Procedures for handling suspected plagiarism in line with COPE flowcharts
- Communication templates for authors, reviewers, and institutions

## **14 Author Declaration on Originality**

All submitting authors shall be required to sign an Author Declaration confirming that:

- The manuscript is original and has not been plagiarized
- All sources have been appropriately cited
- Any use of artificial intelligence tools has been disclosed
- The manuscript is not under consideration elsewhere, unless disclosed

False declarations shall constitute grounds for rejection, retraction, or further editorial action.

## **15 Policy Review**

This policy shall be reviewed periodically to address emerging issues, technological developments, and best practices in academic integrity.

## **16 Commencement**

This policy shall come into force on the date approved by the National Council for Higher Education.