



AAACE International Certification Program Plagiarism Policy for Certified Cost Professional (CCP) Technical Paper

Plagiarism is considered any wording used in the Certified Cost Professional (CCP) technical paper that is not the author's own words, and not quoted with a bibliography entry. Plagiarism is unethical and nothing less than stealing someone else's intellectual property. The Certification Board believes there is absolutely no excuse or tolerance for plagiarism. The CCP designation carries with it an ethical standard that cannot be tarnished with individuals stealing another person's intellectual property.

According to Plagiarism.org, the following can be considered acts of plagiarism:

- "Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not"[1]

Plagiarism Check

AAACE International has contracted with CheckForPlagiarism.net to provide plagiarism check services for all technical papers of the association. This includes technical papers submitted for the Annual Meeting, *Cost Engineering Journal*, and *Source* (under the direction of the Technical Board) and the CCP certification technical paper (under the direction of the Certification Board). This robust and well respected software is similar to that used by universities and other professional associations to assure the integrity of their submission process.

AAACE must protect the organization from any litigation that may arise from publishing work that fails to meet the standards against plagiarism. No other software will be considered. Authors may not submit their technical papers to another plagiarism checking vendor to contest the results of the software AAACE has sanctioned.

The plagiarism check process

Once a CCP technical paper is received:

1. The word count is assessed and recorded (less than 2,500 is an automatic fail).
2. The paper is prepared and uploaded to CheckForPlagiarism.net for processing. The results are typically received within 24-hours.
3. Papers reported by the software to contain $\leq 10\%$ plagiarism will continue to the next step in the grading process.

4. Papers reported by the software to contain > 10% plagiarism are rejected. The author is notified of imposed penalties and provided a full copy of the plagiarism report, which details the passages of plagiarism. The author is also given instructions on how to file an appeal.

It is important to note that every technical paper above the 10% threshold is also manually reviewed to ensure that certain anomalies are handled properly. For instance, there are common phrases and terminology to our industry that will get flagged for plagiarism. During our manual review, we detect those areas and deduct the allotted percentage.

There have also been cases when an author has used their own published, previous work, and did not feel the need to cite; it will be flagged by the software as plagiarism. Once again, the manual review is a great quality check to ensure examination candidates are not erroneously penalized for things an algorithm cannot correctly decipher.

Therefore, it is the net percentage of plagiarism of a technical paper that will determine if it is rejected, or not.

Plagiarism penalties

- **First Offense:** the candidate is immediately suspended from the certification program for a period of not less than one year, resulting in revocation of the individual's ACE International certification application and revocation of any currently held ACE certifications.

If the candidate wishes to obtain any ACE International certification upon completion of the suspension, the individual must submit a new application, fees, and fulfill all other requirements that are in place upon expiration of the suspension period. Any suspended certifications will be reinstated, with no credit given for the 12-month suspension period.

- **Second Offense:** the candidate is permanently expelled from participation in the ACE International certification program. After Certification Board action, all second offenses will be referred to ACE International Ethics Committee for further sanctions for violation of the ACE Canons of Ethics and its code of ethical conduct. Sanctions may include revocation of all of the individual's ACE International certifications and membership, as applicable.

The certification program takes plagiarism very seriously and will strictly enforce the penalties where plagiarism is found. As noted above, plagiarism is also considered a breach of our Canons of Ethics, and individuals found to be engaged in the practices may also be subject to membership sanctions from ACE International.

Appeals process

The Certification Board provides every candidate the opportunity to formally appeal the plagiarism report within 14 days of notice to contest the decision and provide documentation and affidavits to establish authorship. The burden of proof is upon the candidate to unequivocally show the material cited was their own intellectual property or that there was a mistake made by the software review program.

Pre-check your technical paper

Candidates may independently submit their CCP technical paper to CheckForPlagiarism.net for a nominal fee, when using the link [here](#) and enter code AACEI10 in the area “Have a Coupon?” for 10% off.



This effort is only to provide assurance to the candidate and to pinpoint problem areas to correct before officially submitting to AACE for examination. The candidate’s report will not be accepted as the official plagiarism check for certification examination.

Avoid plagiarism

The best advice in writing your technical paper is to use your own work, words, thoughts and ideas. The majority of your technical paper should represent your knowledge and communication skills, to which you are required to uphold by agreeing to the stipulations of the technical paper affidavit.

Secondly, provide proper credit and citation when referencing another person’s work, words, thoughts or ideas. Resist the temptation to believe you have the right to claim authorship if you alter certain words or phrases of someone else’s work, no matter how slight or great.

Becoming a Certified Cost Professional (CCP) carries a high degree of distinction and respect in the industry. Therefore, it demands all candidates to conduct themselves in a manner worthy of the title. Plagiarism has no place in the AACE International Certification Program, and will not be tolerated.

Bibliography

No. Description

- 1 What is Plagiarism? (n.d.). Retrieved July 8, 2016, from Plagiarism.org:
<http://www.plagiarism.org/plagiarism-101/what-is-plagiarism>