



# **Rules and Guidelines for Writing a Report**

## **写报告的注意事项**



HIROSHIMA UNIVERSITY



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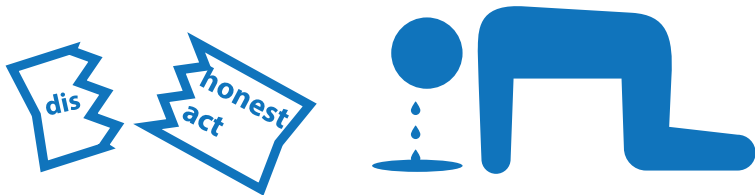
# Introduction

This guide introduces what should be noted when writing a report.

It is important to avoid the common “Must Not” when writing your report; that is, to treat others’ writing as if it is your own.

Thanks to the expansion of the Internet, you can easily access many sources of information. You can easily copy and paste such information using word processing software on PC. For example, you could write and submit a report by partly changing a previously written report made by one of your friends or seniors, or you could use and submit a report you wrote in the past by changing part of it and copying most of it. In fact, such incidents, suspected acts of piracy or plagiarism, are rapidly increasing, sometimes resulting in social consequences. In Hiroshima University, an incident happened where one academic dissertation was revoked in 2011.

To avoid your writing being suspected of dishonest acts, you are required to pay attention to the rules and guidelines for writing a report.



# 1. Before writing a report

Let us first consider what is required for your report.

Written assignments have an intention from the giver; first, you need to grasp correctly what is required for your report.

Next, you need to collect relevant information to make a report or thesis according to these purposes.

You may do an Internet search in most cases. While you can acquire a lot of online information, you should be aware of its quality. It is difficult to find reliable information within the vast volume of information on the Internet. Therefore, you are required to refer to reliable academic books and use the academic database available at the library sites to collect information along with an Internet search.



## 2. Copyright and plagiarism

To write a report, it is always a necessary procedure to refer to the works of others.

This chapter explains the “copyright” and “plagiarism” that you should pay attention to in order to refer to the writings of others.

### 2-1. About copyright

The Copyright Act defines “works” as “a production in which thoughts or sentiments are expressed in a creative way and which falls within the literary, scientific, artistic or musical domain.” The author holds a right to their work that does not allow anyone to exploit it without a permit, or “copyright.” The copyright will arise automatically at the time of the author creating the work.

You have to be careful not to infringe copyrights when writing a report or thesis. It is a dishonest act to utilize the works of others without a permit.

It will clearly fall under plagiarism, and being dishonest, if you pretend to write on your own the writings of others. You have to demonstrate what the others did or wrote clearly.



## 2-2. What is plagiarism?

**“Plagiarism” means to pretend to write on your own the writings of others.**

The recent development of personal computers has enabled us to write electronic reports, which has led to the acquisition of information by copying and pasting the writings of others. In consequence, plagiarism is becoming more and more frequent, causing some problems. Nevertheless, you have to understand that plagiarism is a dishonest act, which can be revealed much more easily today. Some software can identify parts that are plagiarized easily.

In addition, “auto-plagiarism,” or copying your past report and pretending it is a new one, is also a dishonest act. Furthermore, if some work in the public domain (with the rights expired) is used to pretend you wrote it on your own, it will also fall under plagiarism, or a dishonest act.

Of course, if you ask anyone else to write for you, it will also be regarded as a dishonest act. You should never cooperate in such acts knowing it is dishonest.

**Plagiarism checker software can detect copying and pasting areas obviously.**

Sentences to be checked

**Plagiarism  
82%**

近年、学生の主体的学びと授業外学習時間の確保、および教育の質の保証が求められている。今までの多くの大学講義では、教員は一方的に学生に講義を行い、学生は現状の知識をただ受動的にノートに取り、教員はその知識の習得率を評価しているものが多かった。知識は重要であるが、新しい知見を作り出していく場としての大学における教育で、学生に身につけて貰うべき能力は、目的を理解して知識を習得し、それらを活用展開させる能力である 1)。「学び」にはインプットとアウトプットがあるとされており 2)、学習の成果は学習のアウトプットを評価しなければならない。教員の役割は、身につけるべき知識を説明し、学生がそれらの知識を結びつけて活用展開することを促すことにある。現在の大学は、第一線の研究者が学習者に寄り添う導き手となり、常に変動し予測不能な人類社会の課題をグローバルな視点で協働して課題発見・解決することのできる人材を育成する場である 3)。これは、研究者養成の立場であっても同じである。

**Plagiarism from Thesis A**

現代の大学教育の問題点を指摘すると、今までの多くの大学講義では、教員は一方的に学生に講義を行い、学生は現状の知識をただ受動的にノートに取り、教員はその知識の習得率を評価しているものが多かった。知識は重要であるが、新しい知見を作り出していく場としての大学における教育で、学生に身につけて貰うべき能力は、目的を理解して知識を習得し、それらを活用展開させる能力であって、それらの教育ができていないことが大きな問題点となっている

**Plagiarism from Thesis B**

現代の大学教育にとって、教員の役割は、身につけるべき知識を説明し、学生がそれらの知識を結びつけて活用展開することを促すことにある。現在の大学は、第一線の研究者が学習者に寄り添う導き手となり、常に変動し予測不能な人類社会の課題をグローバルな視点で協働して課題発見・解決することのできる人材を育成する場なのであるから、大学教員はそういう内容の講義を実施するべきである。



### 3. About quotation

First you have to understand “quotations” and “reprint” correctly.

Copying part of someone’s works for use in your work is generally called “reprint.” You must acquire permission of the author if you would like to reprint it because reprinting without permission is an infringement of copyright.

However, if certain conditions are satisfied, you can “quote” it without permission. There are two kinds of quotation, the direct quotation and the indirect quotation.

For a “direct quotation” that uses the content of someone’s works as it is, you have to copy every word of the content correctly without changing any words. You cannot change any words on your own. Furthermore, you need to meet the requirements specified in “3-1. Requirements of quotation.”

For an “indirect quotation,” you can summarize the content of someone’s works to explain it in your own words.



**For the direct quotation,  
do not modify the original  
sentences!**

**For the indirect quotation,  
summarize the original  
sentences!**

## 3-1. Requirements of quotation

### <Direct quotation>

To use “direct quotations,” you have to meet the following requirements.  
Be careful. If you do not meet them, you could be identified as dishonest.

[1] Use materials for quotation that have already been published.

You cannot quote unpublished materials.

[2] Quote within an “appropriate range” for criticism and study.

You must quote within the necessary minimum range.

[3] Clearly express the master-subordinate relationship for your sentences and quotation.

Your sentences must be the “master,” while the quotation is “subordinate” in volume.

In other words, your sentences need to be longer, while the quotation needs to be a smaller part.

Text text text text  
“**Quotation**” Text  
Text text text text  
Text text text text  
“**Quotation**” text  
Text text text text

Text text text  
----  
    **Quotation**  
----  
Text text text  
Text text text  
Text text text



**Your sentences are longer,  
while the quotation is shorter!**

[4] Use quotation marks, etc. to make the quotation clear.

You should define the section of quotation - where it starts and ends.  
Refer to "3-2. Examples of quotation."

[5] Demonstrate the necessity of quotation.

You can quote only when criticism or study is required.

[6] Indicate the written sources clearly.

You need to write the title and the volume number, and the name of the author of the quotation.

### <Indirect quotation>

For indirect quotations, you cannot use the sentences as they are, but you must paraphrase in your own words. In that case, you cannot modify the gist of the original sentences.

The requirement for the indication of written sources is mostly the same as that of the direct quotation. It is very important to use quotation properly by distinguishing the direct quotation from the indirect quotations. If you write as if it is a direct quotation for an indirect one, it could be recognized as plagiarism.



## 3-2. Examples of quotation

### <Long direct quotation>

When the excerpts become longer, indicate where quotation starts and ends by making a new paragraph or indenting the section.

The surprising finding that only four factors can reprogram fibroblasts into iPS cells has led to an explosion of interest in the field of regenerative medicine. A recent report claimed:

This is mainly because iPS cells derived by cellular dedifferentiation are virtually indistinguishable from embryonic stem (ES) cells, and thereby could potentially replace ES cells for various clinical applications, circumventing crucial ethical concerns regarding destroying embryos (Selvaraj et al., 2010, p. 215).

### <Short direct quotation>

Use quotation marks on both ends of the excerpts for the short direct quotation.

The surprising finding that only four factors can reprogram fibroblasts into iPS cells has led to an explosion of interest in the field of regenerative medicine. One of the reasons why the finding had a dramatic impact on the scientific community is that "iPS cells derived by cellular dedifferentiation are virtually indistinguishable from embryonic stem (ES) cells" (Selvaraj et al., 2010, p. 215).

### <Indirect quotation>

Insert the indirect quotation into your sentences as a summary.

The surprising finding that only four factors can reprogram fibroblasts into iPS cells has led to an explosion of interest in the field of regenerative medicine. One of the reasons why the finding had a dramatic impact on the scientific community is that iPS cells have the same ability as embryonic stem (ES) cells to differentiate (Selvaraj et al., 2010).

In all cases, you need to list the written sources as shown below in the last part of your report as "Reference literatures (or References cited)."

#### References

Selvaraj, V., Plane, J. M., Williams, A. J., Deng, W. (2010). Switching cell fate: the remarkable rise of induced pluripotent stem cells and lineage reprogramming technologies. Trends in Biotechnology, 28, 214-223. doi:10.1016/j.tibtech.2010.01.002.

### 3-3. How to list the written sources

For quotation, as mentioned before, you must indicate the written sources. It is necessary to list the complete written sources at the end of the chapter or the book, and to make clear which is the written source in your reports and theses. However, the applicable rules vary individually depending on the field of study and scholarly societies. You should confirm the rules of academic journals through the Website.

Two examples are provided below; but you will find various other patterns.

#### < Pattern A >

Selvaraj et al. (2010) claimed that iPS cells have the same ability as embryonic stem (ES) cells to differentiate.

##### **References**

Selvaraj, V., Plane, J. M., Williams, A. J., Deng, W. (2010). Switching cell fate: the remarkable rise of induced pluripotent stem cells and lineage reprogramming technologies. Trends in Biotechnology, 28, 214-223. doi:10.1016/j.tibtech.2010.01.002.

#### < Pattern B >

Selvaraj et al. (1) claimed that iPS cells have the same ability as embryonic stem (ES) cells to differentiate.

##### **References**

1. Selvaraj, V., Plane, J. M., Williams, A. J., Deng, W. Switching cell fate: the remarkable rise of induced pluripotent stem cells and lineage reprogramming technologies. Trends in Biotechnology 28, 214-223 (2010).

For reports assigned at lectures, graduation, master's and doctoral theses, and papers submitted to academic journals, please consult your teacher or tutor in charge about the reference method.

## 4. About fabrication of data

Another serious act of injustice you must not commit is the fabrication of data.

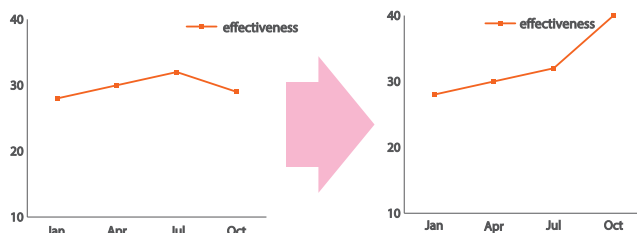
The following are three examples:

1. Modification of graphs
2. Modification of images
3. Creation of data for which you did not do any research or experiments

In order not to overlook such dishonest acts, you will often be asked to submit the raw data. It is important to organize and save the acquired data on a daily basis when doing research or making experiments. Always be prepared to submit the raw data.

Please note that, to exemplify item 3, if the “Study Tour and Training Report of Peace Monuments” of peace subjects was made without visiting the field sites, it will be deemed dishonest.

### Fabrication of effectiveness without any good effect in actuality!



### Fabrication of blooming flowers without any in actuality!



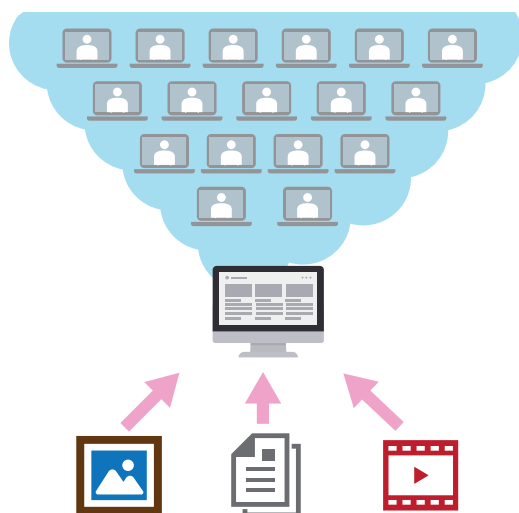
## 5. Infringement of copyright using the Internet

You have to be careful of copyright in disclosing information using the Internet. The Copyright Act designates the right to disclose works through the Internet as the “right of public transmission.” The author’s permission is required to make a public transmission.

Pictures taken by others, sentences written by others, and images taken by others - if they are uploaded on the Internet without permission, it will fall into the category of the infringement of the other’s copyright and right of portrait.

Even if it is designated as “free materials,” you may need to indicate the sources of the material clearly. When you use others’ works, be sure to confirm the terms of use and its license.

All Hiroshima University students are required to take a course in Peace Studies and submit reports by uploading them to the Bb9 Server. Uploading to the Bb9 Server is also “public transmission.” If you use and upload others’ works without permission, it will fall into the category of copyright infringement.



## In conclusion

This guideline has explained the rules that have to be followed when writing a report.

These rules do not always apply to all written sentences, and will vary depending on the purpose of the sentences and the disclosure range.

For example, when the purpose of a report is to organize and establish knowledge, it may not be necessary to follow the rules explained in this guideline. Be sure to confirm the details with your teacher on each occasion. You have to be very careful; if you submit this kind of report as your own creation and then open it to the public, it would be deemed a dishonest act.

You are required to be very careful to prevent any document you submit from falling into infringement of copyright or privacy. Be sure to avoid any trouble beforehand by understanding how to transmit information in a correct way.





## Q&A

### **Q1. Can we consult the reports of the same assignment made by our seniors, etc.?**

- A. Of course you can, but please bear in mind that you must write your own report. You should follow the rules for quotation. Let's not borrow others' ideas, but make your own original report.

### **Q2. Is it possible to organize the content of the textbook, reference books, and others to make my report?**

- A. As long as you make their reference sources clear, you can include what you summarize in your report. What is important, however, is to consider the purpose of the report and to indicate how to develop your summary.

If the purpose of the report is to research others' sentences (works), you may just list the reference literatures. If it is to form your own opinion, you have to distinguish your quotations from your own ideas clearly.

Please consult your teacher about how to list them specifically.

### **Q3. Should we list the reference literature quoted each time?**

- A. Always list all the quotations according to the quotation rules. Please consult your teacher about how to list them specifically.

### **Q4. Can we quote the sentences on Internet sites?**

- A. Quotations from the sentences on Internet sites are allowed. For these you have to list the URLs and the date you accessed the site. If any appropriate literature exists as the information source, you should quote that source.

You need to examine the credibility of Internet sites seriously. Please consult your teacher about what kind of Internet sites are reliable.

#### **Q5. Can we quote the information from Wikipedia?**

- A. An unspecified number of people can write and edit Wikipedia. It is true that some articles often include uncertain sources of information.

If you have another reliable information source except Wikipedia, use that one. When you wonder if you can quote it or not, we recommend you to consult your teacher.

#### **Q6. Can we not make any comment on our report?**

- A. You could if required. Usually the report is required to include objective facts and opinions as much as possible. If any comment is asked to be written in a report, make some.

#### **Q7. Is a handwritten report allowed?**

- A. It is common to prepare a report using a personal computer. It is also convenient to review your report on a PC for repetitive editing. However, you might be asked to submit a handwritten report.

#### **Q8. How many pages do we need to write for a report?**

- A. There are not any specific pages for a report. It varies according to the assignment. Follow the direction of your teacher.

#### **Q9. How many words will one page of the report include?**

- A. There is not any specific answer. Usually it includes about 500 words with the font size of 12 points. Confirm it with your teacher.  
Confirm it with your teacher.

#### **Q10. What should we do if we do not know how to write a report?**

- A. There are many books on how to write a report. Look around and try to read them. In addition, you should go to the Writing Center for help. The sooner, the better.

Some materials in the illustrations were from the following websites.

- ・ ヒューマンピクトグラム 2.0 : <http://pictogram2.com/>
- ・ FLAT ICON DESIGN : <http://flat-icon-design.com/>
- ・ ICOOON MONO : <http://icooon-mono.com/>

## Rules and Guidelines for Writing a Report

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Production: "Guideline for writing and submitting a report" Discussion Working Group, Education and International Office

Shuichi Furusawa : Chairman

Professor, Graduate School of Biosphere Science

Koichiro Ozawa

Professor, Graduate School of Biomedical & Health Sciences

Takeshi Yamazaki

Professor, Graduate School of Integrated Arts and Sciences/Faculty of Integrated Arts and Sciences

Kenji Tanahashi

Professor, Graduate School of Education

Tsuyoshi Horie

Professor, Graduate School of Integrated Arts and Sciences/Faculty of Integrated Arts and Sciences

Hiroya Yanagisawa

Professor, Graduate School of Education

Takahiro Sumiya

Associate professor, Information Media Center

Takeshi Kawamoto

Professor (Special Appointment), Writing Center, Office of Academic Research and Industry-Academia-Government and Community Collaboration

Layout & Illustrations

Yuki Amano

Information Promotion Group, Office of Academic Research and Industry-Academia-Government and Community Collaboration



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# 前言

这本手册是用来学习写报告时应注意的事项。写报告时有一个「不能做的事」的共识，即：将他人的原作冒充自己的创作。

网络的普及使我们能够简而易便地选取大量信息，而这些信息通过电脑写文章的软件又可以轻而易举地复印及粘贴下来。亲朋好友，学弟学姐的报告以及自己曾经提交发表过的报告，拿来稍加修改，大部分内容则原封不动地照交上去。类似这种盗用，剽窃，以及轮流使用的嫌疑日益增加，引发了社会紊乱的事态。广岛大学于 2011 年曾有过取消学位论文的实例。为了避免被认作为是不法行为，一定要掌握好写报告及论文的规则。



# 1. 有关写报告

首先想一想写报告所要求的是什么？布置下来的课题里含有出题者的意图，因此，要正确地领会其意图。

其次，为了达到所要求的目的，收集相关信息也是很必要的。

最近，通过互联网查找资料的很多，由此能够获取大量信息。然而信息的质量千差万别。从庞大的网络中，寻找出值得信赖的信息，可谓难上加难。因此，很多报告只靠在网上查找相关资料，是远远不够的。它需要你参考学术书籍，以及通过图书馆网站中可以利用的学术资料库来收集信息。



## 2. 版权与剽窃

写报告时参考他人的著作，这当然是有必要的。

本章想说明的是参照他人著作时，应注意到「版权」与「剽窃」。

### 2-1. 有关版权

有创意地表现思想或是感情的作品，这属于文学艺术、学术、美术以及音乐的范畴。这类「原创」均受版权法的保护。作者拥有自己的原创不能被擅自使用的权利，即「版权」。版权是在作者完成原创的同时便自动产生的权利。

写报告及论文时，千万注意不可侵犯版权。他人的原创未经本人许可而使用的话，则被认作是不法行为。将他人的原创冒充自己的创作，纯属剽窃、不法行为。因此，在引用他人所做之事、写的东西时必须表明清楚。



## 2-2. 什么叫剽窃？

「剽窃」就是将他人的原创冒充自己的创作。近年来使用电脑写报告逐渐增加，他人的创作可以轻而易举地复印并粘贴下来。其结果，导致剽窃事件频繁发生，影响严重。剽窃是不正当的行为，而其暴露的可能性则相当高。有专用软件可以极为简便地查出剽窃部分。

另外，叫做「自我剽窃」，即：转抄自己曾经提交过的报告，用来鱼目混珠。再有，即使已经过了权利保护期的资料，用来充当自己的创作，也属于剽窃。当然，让他人代笔也是不容置疑的违章行为。明知故犯的代笔者，配合行事，也是绝不允许的。

### 防盗软件可以一目了然地呈现出复印，粘贴的部分！

#### 检查文章

剽窃  
82%

近年、学生の主体的学びと授業外学習時間の確保、および教育の質の保証が求められている。今までの多くの大学講義では、教員は一方的に学生に講義を行い、学生は現状の知識をただ受動的にノートに取り、教員はその知識の習得率を評価しているものが多かった。知識は重要であるが、新しい知見を作り出していく場としての大学における教育で、学生に身につけて貰うべき能力は、目的を理解して知識を習得し、それらを活用展開させる能力である 1)。「学び」にはインプットとアウトプットがあるとされており 2)、学習の成果は学習のアウトプットを評価しなければならない。教員の役割は、身につけるべき知識を説明し、学生がそれらの知識を結びつけて活用展開することを促すことにある。現在の大学は、第一線の研究者が学習者に寄り添う導き手となり、常に変動し予測不能な人類社会の課題をグローバルな視点で協働して課題発見・解決することのできる人材を育成する場である 3)。これは、研究者養成の立場であっても同じである。

#### 論文A中の剽窃部分

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#### 論文A中の剽窃部分

現代の大学教育にとって、教員の役割は、身につけるべき知識を説明し、学生がそれらの知識を結びつけて活用展開することを促すことにある。現在の大学は、第一線の研究者が学習者に寄り添う導き手となり、常に変動し予測不能な人類社会の課題をグローバルな視点で協働して課題発見・解決することのできる人材を育成する場なのであるから、大学教員はそういう内容の講義を実施するべきである。

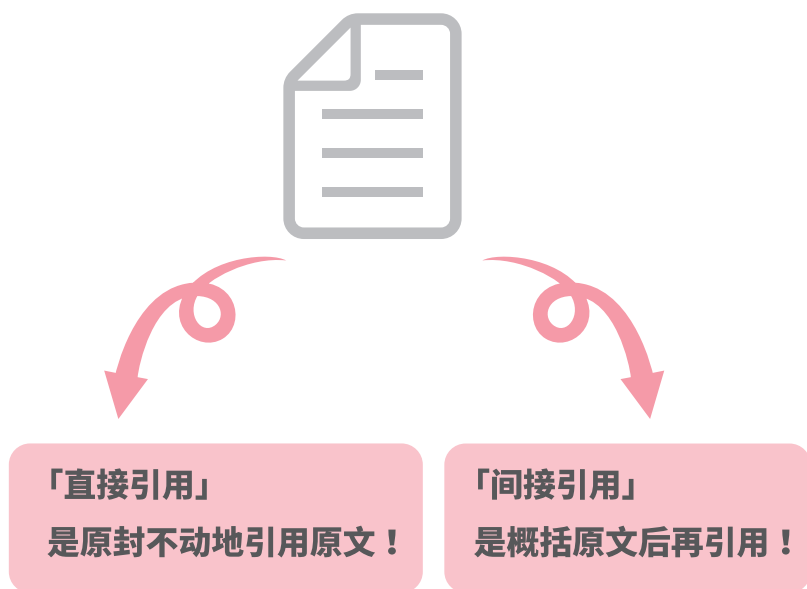
### 3. 有关引用

首先要明确区分「引用」与「转载」。

将他人著作的一部分复制后，纳入自己的作品中，一般叫作「转载」。擅自复制使用的话，则为侵犯版权。因此，如果想转载的话，必须经过本人允许。然而，在满足一定条件的情况下，不通过本人也可以使用。引用里有「直接引用」和「间接引用」两种。

「直接引用」是指原封不动地引用他人著作的内容。引用部分必须一字不差，不能篡改文字，同时还要符合「3-1 引用条件」。

「间接引用」是指将他人著作的内容，用自己的语言简而概之后使用。





## 3 - 1. 引用须知

### <直接引用>

首先必须符合以下条件：

不能全部符合的话，则有可能被认作是违章行为，需加注意。

[1] 引用的资料应是公开发表的。

未发表的不能使用。

[2] 为了做评论、研究，要在「正当范围内」引用。

而且要限于最小范围。

[3] 引用部分与其它部分的「主次关系」要明确，以自己的文章为「主」，引用部分为「辅」。即：自己的文章要大大多于引用部分。



自己的文章要大大多于  
引用部分！

[4] 用引号标明引用部分。

要从始至终明确标明引用文。

请参考「3-2 引用实例」。

[5] 只有必要时才引用。

仅限于做评论及研究时有必要的情况下。

[6] 要标明出处。

引用的著作名、卷号、作者名等，都要注明清楚。

#### < 间接引用 >

间接引用不能照搬原文，必须更换成自己的语言，同时，不能改变原作的宗旨。

要标明出处。这点与直接引用基本相同，但是，如果原封不动地照抄的话，将有可能被纳入剽窃。因此，有必要分清这二者的关系。



## 3-2. 引用实例

### < 大段直接引用 >

引用部分很长的情况下，要另起一段，并且整体部分要往后挪出两字位置。

The surprising finding that only four factors can reprogram fibroblasts into iPS cells has led to an explosion of interest in the field of regenerative medicine. A recent report claimed:

This is mainly because iPS cells derived by cellular dedifferentiation are virtually indistinguishable from embryonic stem (ES) cells, and thereby could potentially replace ES cells for various clinical applications, circumventing crucial ethical concerns regarding destroying embryos (Selvaraj et al., 2010, p. 215).

### < 小段直接引用 >

要加上书引号「」标明引用范围。

The surprising finding that only four factors can reprogram fibroblasts into iPS cells has led to an explosion of interest in the field of regenerative medicine. One of the reasons why the finding had a dramatic impact on the scientific community is that "iPS cells derived by cellular dedifferentiation are virtually indistinguishable from embryonic stem (ES) cells" (Selvaraj et al., 2010, p. 215).

### < 间接引用 >

先用自己的语言简而概之原文内容后，再将其纳入自己的文章。

The surprising finding that only four factors can reprogram fibroblasts into iPS cells has led to an explosion of interest in the field of regenerative medicine. One of the reasons why the finding had a dramatic impact on the scientific community is that iPS cells have the same ability as embryonic stem (ES) cells to differentiate (Selvaraj et al., 2010).

以上任何一项都需要在报告的最后，作为「参考文献」或是（引用文献）」标明出处。

#### References

Selvaraj, V., Plane, J. M., Williams, A. J., Deng, W. (2010). Switching cell fate: the remarkable rise of induced pluripotent stem cells and lineage reprogramming technologies. Trends in Biotechnology, 28, 214-223. doi:10.1016/j.tibtech.2010.01.002.

### 3-3. 原作出处的记载方法

如上所述,引用时一定要标明出处。报告及论文在章末或卷末一定要注明所有引用目录。本文中的各项引用均要标明是引用目录的第几项。然而,记载方法则因学科领域及学会的不同而各异。学会刊物的引用规则要通过学会的 Web 网站来确认。

有多种实例,以下介绍其中两个。

#### <例 A>

Selvaraj et al. (2010) claimed that iPS cells have the same ability as embryonic stem (ES) cells to differentiate.

#### References

Selvaraj, V., Plane, J. M., Williams, A. J., Deng, W. (2010). Switching cell fate: the remarkable rise of induced pluripotent stem cells and lineage reprogramming technologies. Trends in Biotechnology, 28, 214-223. doi:10.1016/j.tibtech.2010.01.002.

#### <例 B>

Selvaraj et al. (1) claimed that iPS cells have the same ability as embryonic stem (ES) cells to differentiate.

#### References

1. Selvaraj, V., Plane, J. M., Williams, A. J., Deng, W. Switching cell fate: the remarkable rise of induced pluripotent stem cells and lineage reprogramming technologies. Trends in Biotechnology 28, 214-223 (2010).

在提交讲义课题的报告、毕业论文、硕士论文、博士论文以及向学会刊物投的论文原稿等等,各种引用方法需向任课教师和指导教师请教。

## 4. 有关伪造资料·数据

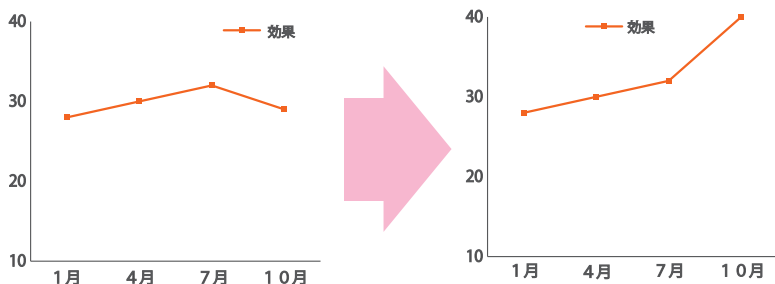
另外还有一个不法行为是伪造资料·数据。如下：

- 1 任意更改坐标图
- 2 擅自修改图像
- 3 伪造调查资料和实验数据

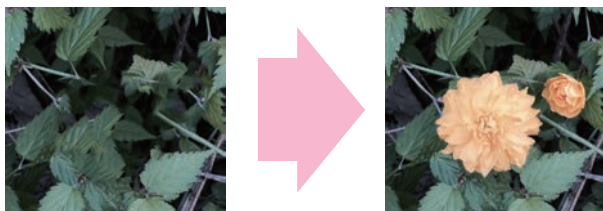
为了防止这一不法行为的发生，要求提交第一手资料的越来越多。通过调查和实验得到的资料·数据，平日一定要严谨整理，妥善保存。做到无论何时都可以提交第一手资料的准备。

举一个违章的实例：和平课程布置的「参观和平纪念物的实习报告」，没去实地参观而编造的话，也纳入此类。

**没有出现上升效果，却虚改坐标**



**花没开，却修改成花开！**



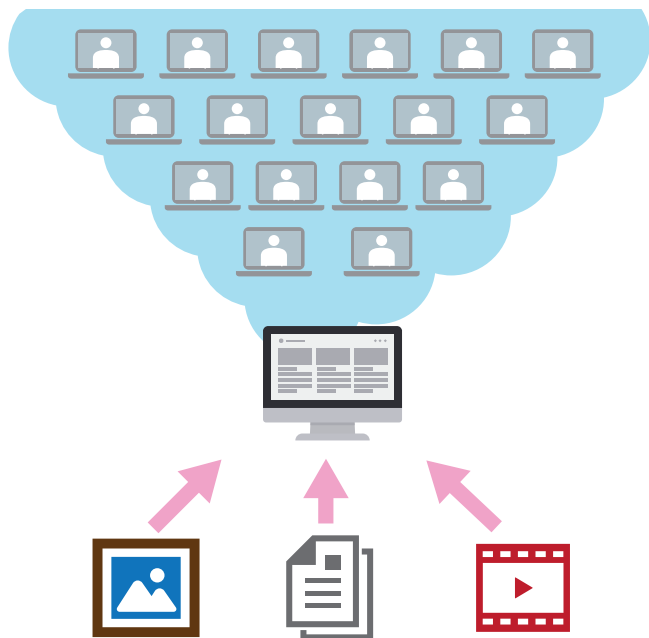
## 5. 使用互联网所导致的侵犯版

使用互联网公开信息时，必须注意版权问题。在网上公开作品的权利，法律定为「公众发信权」。信息公布于众时，需获得作者本人的许可。

他人拍摄的照片、他人写作的文章、本人以外的人的图像，未经许可擅自在网上公开，均属侵犯版权、肖像权。

即使标有「免费素材」的话，有时也需要标明出处。使用他人的著作，需要认真确认使用规则及许可条件。

作为广岛大学的学生，必须选修教养教育的和平课程。报告的提交方法是：要求登到Bb 9 电脑服务器中。这也是一种「公众发信」。擅自使用他人作品登入这一网上的话，将属于侵犯版权。



## 后记

本手册讲解了写报告时应遵守的规则，当然，这并不意味着写任何文章都需严守这些规则。根据文章的目的、公开范围的不同而有所改变。

例如：为了系统性地整理知识而写的报告，就无需按部就班地照此行事，而应每次请教老师。但是，如果把整理的知识作为自己的原创提交上去，或者是公布于众的话，将会作为不法行为而引起事端。因此，要格外注意！

综上所述，自己发出的所有文章都要留意是否侵犯了他人的版权或隐私权？这不仅要多加注意，而且要认真确认。请大家务必掌握好正确传达信息的方法，以防患于未然。



## 问答项目

### Q1. 就同一课题而论，可以参考学哥学姐的报告吗？

- A. 参考无妨。但是，要意识到写报告终究是应由本人来做的事。要遵守「引用」的规则。不轻易借用他人的想法，而是要写出自己独创的报告。

### Q2. 归纳课本、参考书的内容，将它写成报告可以吗？

- A. 注明出处的话，把归纳的内容写入自己的报告中，也是可以的。但是，重要的是：要考虑其报告的目的，以及在归纳后的基础上如何阐述自己的见解。

布置要求查来他人著作原文的话，只记载参考文献即可。但是，如果是要求阐述自己见解的话，要明确区分引用的部分及独创的部分。

具体的记载方法需要请教任课教师。

### Q3. 如果引用了参考文献，需要逐次记载吗？

- A. 根据引用的规则，一定要全部记载。具体的记载方法也需要请教任课教师。

### Q4. 网站上的文章可以引用吗？

- A. 网上文章的引用是被认可的。但每次都要注明参照 URL 的日期。如果作为信息来源有合适的文献著作的话，引用它，则说服力更强。
- 另外，有关网站的信赖性有必要慎重确认。哪个网站值得信赖？请向任课教师咨询。



### **Q5. 可以引用 Wikipedia 吗？**

- A. Wikipedia--- 不特定的很多人可以登载、编辑文章。事实上常出现不少出处不明的消息。如果有 Wikipedia 以外可靠的信息源的话，使用它们为好。如果犹豫不决，请向任课教师请教。

### **Q6. 报告中不可以写入感想吗？**

- A. 不是不可以写。通常报告是要求如实反应事实及客观见解。但是，如果要求加入感想的话，则一定要写上。

### **Q7. 手写的报告可以吗？**

- A. 一般都是用电脑写作，因为修改方便。但是，也许有要求用手写的。

### **Q8. 报告的页数需要多少？**

- A. 无具体规定，因课题不同而异。听从老师的要求吧。

### **Q9. 一页报告是指多少字数？**

- A. 无明文规定。但是，一般字的大小在 10.5-12 型号之间，长短为 1000-1200 字之间。请向任课老师确认。

### **Q10. 不知如何写报告，怎么办？**

- A. 有关写报告的书籍很多，自己找来阅读。另外，在写作中心也可以咨询到，尽早去问可以放心。

插画中的内容取自以下的网站。

- ・ ヒューマンピクトグラム 2.0 : <http://pictogram2.com/>
- ・ FLAT ICON DESIGN : <http://flat-icon-design.com/>
- ・ ICOOON MONO : <http://icooon-mono.com/>

## 写报告的注意事项

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主席 古 澤 修 一	生物圏科学学科教授
小 澤 孝一郎	医学牙科药学保健学学科教授
山 崎 岳	综合科学学科教授
棚 橋 健 治	教育学学科教授
堀 江 剛	综合科学学科教授
柳 澤 浩 哉	教育学学科教授
隅 谷 孝 洋	信息媒体教育研究中心副教授
河 本 健	学术、校企合作办公室（写作中心）特任教授

排版・插画

天 野 由 貴 学术、校企合作办公室 信息化推进小组



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## Caution points of Writing a report



**Find and make use of reliable reference literature when writing a report.**



**Understand the copyright rules clearly.**



**Use quotations and reprint, when making use of others' works.**



**If you use the words of others as if they are your own writing, it will be deemed plagiarism.**



**Lengthy copying of others' writing in a report is a dishonest act of copyright infringement.**



**Falsification or modification of experiment or research data is a dishonest act.**



**When using reference literature, be sure to quote them based on the correct rules.**



**Pay special attention to the infringement of copyright and portrait rights when publishing sentences and pictures online.**

## 写报告的注意事项



**写报告时要灵活运用值得信赖的参考文献。**



**正确理解版权问题**



**使用他人著作的方法有「引用」和「转载」两种。**



**他人的作品冒充自己的原创，叫作剽窃。**



**抄袭他人的作品属于侵犯版权，这也是写报告的不法行为。**



**捏造・篡改实验数据和调查资料，均为不法行为。**



**使用参考文献要遵守引用规则。**



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