



## Summary of the Key Points

### What is good scientific practice?

Rules of good scientific practice should, in particular, include principles related to the following topics

(general principles and principles specific to the individual disciplines, if applicable):

- general principles of scientific working, e.g. working “lege artis” (i.e. according to the rules of the art),
- documenting results,
- constantly scrutinising one’s own findings,
- being absolutely honest about contributions of partners, competitors and previous research.

### What categories of scientific misconduct are there?

Scientific misconduct includes deliberate or grossly negligent cases of the following:

- Invention/falsification of data or data sources, or being an accessory to such invention/falsification;
- Infringement of intellectual property (e.g. through plagiarism or theft of ideas);
- Disruption of research activities of others;
- False accusations of third-party scientific misconduct;
- Knowing of plagiarism without taking any action;
- Contributing to publications affected by plagiarism as an author;
- Neglecting one’s duty of supervision.

### How do I handle my scientific data correctly?

Primary data scientific publications or final theses are based on must be retained for a period of 10 years and remain accessible by means of standard technical aids. Data must be stored in the place in which it was generated.

Data collection must be based on the principle of transparency. It must be verifiable how and by whom the data was collected. This can be achieved by means of a laboratory log, for example. It is also important to manage electronic data storage structures in a transparent and comprehensible manner.



## Summary of the Key Points

### What do I have to bear in mind for scientific publications?

A central focus is on the authors in scientific publications, since they are the ones who make vital contributions to the scientific community. Only those people may be named as authors, who have actually and to a material extent contributed to the definition of the concept, the investigation of the subject matter and the writing and/or revision of the publication.

All findings must be presented in a complete and comprehensible fashion. This also includes not to split findings across publications and not to publish them on several occasions.

Previous own and third-party work must be fully and correctly referenced.

By providing references for your sources and by labelling quotations, you demonstrate your own knowledge of the state of the discussion and acknowledge relevant previous works of others. By distinguishing your own work from previous third-party publications, you highlight your own scientific contribution. In addition, the clear presentation of your own work and clear and full citation of your sources can invalidate potential suspicions of plagiarism.

The principles of comprehensibility and verifiability apply. Research findings must be presented in a comprehensible and verifiable manner in order to qualify as an actual contribution to scientific knowledge.