

If there's anything you are uncertain about, you should consult your teaching supervisor. Be sure to obtain consent in advance when taking notes or recording an interview. Also, during the interview, make sure to consult and confirm with or receive instructions from the person concerned or survey collaborator regarding the scope of information (name, position and occupation, content from interview or viewed documents, etc.) that can be published.

### 3) Conducting a survey using a survey form

Be especially careful when preparing questions and answer choices, etc. in order not to offend collaborators. Also be aware that accurate and meaningful replies are seldom acquired from questions and answer choices that are not well-thought-out. It is important to make an effort to create a good survey form by referring to a proper textbook for survey methods, having your teaching supervisor and relevant persons review it in advance, and conducting pretests.

### (3) Publishing research results and managing data

Consult with your teaching supervisor thoroughly regarding the method for managing the data obtained from your research as well as the manner in which to publish the results. When presenting the results from joint research, all of the collaborating authors must come to an agreement. In presenting and publishing the results, a complete check must be made covering points such as the accuracy of the conclusions made and the appropriateness of the research, as well as from the perspective of privacy infringement and personal information protection.

It should be noted that personal information leakage is more likely to occur from the inadequate management of survey/experiment data rather than from the presented report or research paper. When conducting surveys/experiments, be extra careful not to lose the participant list or documents, or to allow a third party to view data from the research activities.

Replicability is also crucial in science research. Therefore, it is important to secure the traceability of the results including the raw data. When discarding data, be sure to consult with your teaching supervisor and obtain agreement.

Please be sure to observe these points, not only when writing your graduation thesis or master's thesis, but when writing your reports as well.

### 【Reference Materials】

- Educational Material on Research Ethics Education  
Japan Society for the Promotion of Science website  
<https://www.jsps.go.jp/j-kousei/rinri.html>  
(Research ethics education is available on the website listed above.)
- Link for Information on Educational Copyright  
Japan Copyright Educational Association  
<http://www.jcea.info/>
- Naruto University of Education Code of Conduct for Researchers  
[https://www.naruto-u.ac.jp/\\_files/00004015/koudoukihan.pdf](https://www.naruto-u.ac.jp/_files/00004015/koudoukihan.pdf)

- Manual for Handling Misconduct  
in Research Activities and Improper  
Use of Research Funds in Naruto  
University of Education

<https://www.naruto-u.ac.jp/research/02/002.html>



### ■ Contact Information for Administration and Reporting Complaints ■

- Regarding research ethics education  
Section of Research Support, Division of Academic  
Information Promotion, Department of Academic Affairs  
TEL: 088-687-6078  
E-mail: [kenkyu@naruto-u.ac.jp](mailto:kenkyu@naruto-u.ac.jp)
- Regarding claims and complaints  
Head for Division of Academic Information Promotion  
TEL: 088-687-6092  
E-mail: [rkachou@naruto-u.ac.jp](mailto:rkachou@naruto-u.ac.jp)

## Learning about Research

## Ethics to Promote Conducting

## Research with Integrity



**Naruto University of Education**

Whether you are a professor at this university, an undergraduate student, or a graduate student, anyone who conducts research is considered to be a researcher. Researchers are expected to comply with research ethics and conduct research with integrity.

## **I. Significance of Research Ethics Education**

Scientific research is established on the basis of trust. Scientists believe that other scientists have gathered their data with extreme care, appropriately analyzed that data, and reported their results accurately. The general public believes that the results are an honest reflection of fair research activities. If such trust were to be lost, the basis of scientific research itself would also be lost. We hope that you will all thoroughly learn the research ethics covered in this material and conduct your research with integrity.

## **II. What is Considered Misconduct in Research Activities?**

“Misconduct in research activities” refers to the fabrication, falsification, or plagiarism of data or research findings, etc., either intentionally or due to gross neglect of the basic duty of care expected to be exercised by researchers during the research process (proposing ideas, planning, submitting applications, conducting research, reporting results, and review).

### **Fabrication**

Refers to making up data or research results, etc. Making out the things that didn't happen as fact.

### **Falsification**

Refers to manipulating research materials, equipment, or processes to change data or results obtained from research activities.

### **Plagiarism**

Refers to appropriating the ideas, analyses, analytical methods, data, research results, research paper(s), or words of other researchers without obtaining the permission of the researchers or giving appropriate credit.

In addition to the above, posting to an academic journal a research paper that is essentially the same as a research paper that has already been published or posted (duplicate posting), and main authors and collaborating authors not being given appropriate authorship (gift authorship, etc.) are also considered misconduct in scientific research.

## **III. Notes on Research Activities**

### **1. Basic Ethics in Research Activities**

In research activities, ethical matters that should generally be kept in mind include the following.

#### **1) Maintaining intellectual honesty**

Research activities must be implemented based on reliable and accurate data. A conscious effort must be made to avoid deducing repeatedly based on unreliable and ambiguous data as well as ignoring unfavorable data.

#### **2) Respecting copyright and intellectual property rights**

Concerning the opinions and research results of others, failing to cite them properly and stating them as if they were one's own work are regarded as plagiarism. Even if it is to write a report, it is not permitted to copy and paste text or charts without permission.

Also, in the scope of research targeting humans, ethical matters that should especially be kept in mind include the following.

#### **3) Respecting informed consent**

Giving proper explanation and obtaining consent from the collaborators and participants (individuals, institutions, etc.) of the research activities in advance are required.

#### **4) Avoiding harming collaborators**

Giving any physical, psychological, or social harm to the collaborators as a result of the research activities is not forgivable.

#### **5) Protecting collaborators' privacy and personal information**

It is necessary to make every effort possible to prevent the infringement of collaborators' privacy and the leakage of personal information obtained from the survey/experiment. In case any issues arise concerning the research ethics, such as those listed above, the research paper may be prohibited from publication or retracted. In conducting various research activities in the course of learning as a student, please be conscious of such principles, paying attention as much as possible, and consult with your teaching supervisor and obtain permission from them in advance.

### **2. Specific Points to Note in Each Stage of Research**

Here are some points that require careful attention, explained using an example research activity and following the process for that activity.

#### **(1) In requesting participation in surveys, experiments, etc.**

The request must be made based on the principles of informed consent. It is important to obtain consent upon clearly notifying the following information in advance.

- 1) Objective(s) of the survey/experiment
- 2) Subject(s) of, person in charge of, and contact information for the survey/experiment
- 3) Manner in which the results of the survey/experiment will be used/published
- 4) Assurance of confidentiality and that the information will not be used for any other purpose
- 5) Assurance that declining to participate in the survey/experiment will not cause any disadvantage to the possible participant

When it is considered difficult to obtain the understanding or consent of the candidate, such as when the candidate is a minor, the consent of a person in the position to be a proxy, such as a family member, must be obtained. In addition, when conducting a survey using a survey form, it is required to attach a document clearly stating the above information in an easy-to-understand manner.

#### **(2) In conducting surveys, visits, etc.**

##### **1) Visiting schools, etc. and participating in other activities**

Be extra careful not to be a nuisance or danger to others. When taking a photograph or making a recording, be sure to obtain permission from the school officials. Even when you have obtained permission, photographs, etc., in which individuals can be identified should be avoided.

When visiting schools, etc., in cases where you are allowed to view records or documents containing personal information, the confidentiality of any information obtained there is to be strictly maintained. If you want to mention information included in these records or documents in your report, be sure to confirm with the school's officials and obtain their consent regarding the scope of information that can be mentioned.

##### **2) Interview surveys**

It is particularly important to be careful with privacy infringement when conducting interview surveys with the person concerned. Also keep in mind the fact that unexpected questions or words may have negative effects on the state of mind of the person concerned. Therefore, be sure to carefully consider the contents of the questions as well as the manner in which they are asked, etc., in advance.