

REFERENCING GUIDE MYP1

What is the Academic Honesty Policy at UWC Maastricht?

Personal responsibility and integrity is one of the 9 UWC Values. Students demonstrate this value by taking responsibility for their own work and correctly and consistently referencing the ideas of others in their academic work. UWC Maastricht recognizes that the whole school community is responsible for upholding the principles of academic honesty outlined in the school's academic honesty policy.

Teachers support academic honesty by:

- Informing students of the academic honesty guidelines
- Enforcing the guidelines for academic honesty in class work
- Supporting and instructing students to correctly reference the ideas of others

Students support academic honesty by:

- Reading this guide carefully to ensure they know the school academic honesty policy
- Clearly acknowledging any outside sources that are used in a classroom assignment
- Regularly attending classes and maintaining a well-organized and complete notebook
- Submitting work that is their own for assessments and acknowledging contributions from other people, such as group members.
- Asking for clarification on assignments to make sure the standards for referencing are fully understood.

Referencing Guide for MYP1

What is academic honesty?

Honesty is the foundation of academic work. Presenting your ideas honestly and referencing the ideas of others demonstrates integrity and shows teachers a clear picture of your skills and understanding. Academic misconduct occurs when you present the ideas of others as your own. The most common forms of academic misconduct are plagiarism, collusion, and cheating on tests.

Plagiarism: The International Baccalaureate Organization (IBO) defines plagiarism as “the representation, intentionally or unwittingly of the ideas, words or work of another person without proper, clear and explicit acknowledgment” (IBO, 2013). You are plagiarising if:

- You copy the work of another person and pass it off as your own. This includes (but is not limited to) copying work from an author, a website, or a classmate.
- Using ideas from another person without referencing them. Even if you change the idea into your own words, you must still reference where the idea came from.

Collusion: The IBO defines collusion as supporting academic misconduct by another student, “as in allowing your work to be copied or submitted for assessment by another [student]” (IBO, 2012). You are colluding if:

- You allow another student to copy your homework and hand it in as their own
- You write an assessment for another student

Cheating: Cheating occurs when students take unauthorized materials into an examination, or when a student communicates or copies the work of another student during a test.

Dos and Don't of Academic Honesty

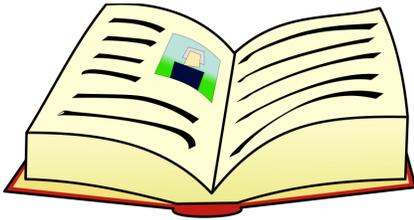
DO	DON'T
DO use your own words to communicate information in assignments like essays, reports and presentations.	DON'T cut and paste sentences or paragraphs directly from a book or website into your assignments.
DO create a bibliography for all your assignments so you can give credit to the sources of your information	DON'T use information from a source without including it in a bibliography
DO discuss assignments with your teacher and friends to make sure you understand the task	DON'T copy work from your friends or provide work to friends for them to copy off you.
DO organize your time for large assignments so that you have plenty of time to ask questions of the teacher if you need extra help	DON'T leave assignments to the last minute so that you complete them in a hurry
DO study well in advance for tests so you can ensure your best preparation	DON'T give yourself an unfair advantage over other students by bringing extra materials or communicating with other students during an exam
<p>DO read the academic honesty guidelines carefully and make sure you understand them.</p> <p>DO remember that academic honesty is emphasized by the UWC value of <i>Personal Responsibility and Integrity</i> and the IB learner profile trait of <i>Principled</i>.</p>	

How to write a Bibliography

A bibliography is a list of the texts and other sources of information that you used to learn about a topic. If you take an idea from a source, then you must list it in your bibliography.

What information do you need to write a bibliography?

In MYP1, you will use mostly books and websites to find information about a topic.



If the source is a book, you need to find:

- name of the author (first and last name)
- title of the book
- Publisher of the book
- Location it was published
- Year it was published

You include this information in the bibliography in the following format:

Author's Last Name, First Name. *Title of the Book*. Where published (city): Publisher, Year Published.

For example:

James, Henry. *The Ambassadors*. Rockville: Serenity Publishers, 2009.

Brown, Dan. *The DaVinci Code*. New York: Scholastic, 2004.

Ward, Geoffrey C., and Ken Burns. *The War: An Intimate History, 1941–1945*. New York: Knopf, 2007.



If the source is a website, you need to find:

- the name of the author (first and last name, if possible)
- title of the website
- the name of the company that publishes the website
- the date you accessed the website
- URL of the website

** You should avoid using websites that do not list an author or do not have a title. They are probably unreliable sources of

information.

You include this information in the bibliography in the following format:

Last Name, First Name. "Title of Webpage". *Publishing Organization or Name of Website*. Date accessed, URL weblink

OR (if no author is available)

"Title of Website". *Publishing Organization or Name of Website*. Date accessed, URL weblink

For example:

"Basic facts about lions". *Defenders of Wildlife*. Accessed January 3, 2012,
<http://www.defenders.org/african-lion/basic-facts>

Lundman, Susan. "How to Make Vegetarian chili". *eHow*. Accessed June 11, 2014,
http://www.ehow.com/how_10727_make-vegetarian-chili.html

Images and Music

If you use a picture in your paper, you should reference it in your bibliography using the same method as used for a website. If your project involves the use of music, the use of pre recorded samples or backing tracks is allowed. In music class, you need to mention the source of the sample in your developmental workbook (including a review why you have selected that particular sample). In all subjects, the source of the music should be referenced in your bibliography.

Format of Bibliography

When writing a bibliography, make sure you:

- 1) List all sources in alphabetical order by the author's last name. If there is no author, use the title of the website instead.
- 2) Double space between the title of the Bibliography and each of the sources in the Bibliography

For example:

Bibliography

"Basic facts about lions". *Defenders of Wildlife*. Accessed January 3, 2012,
<http://www.defenders.org/african-lion/basic-facts>

Brown, Dan. *The DaVinci Code*. New York: Scholastic, 2004.

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