

REFERENCING GUIDE MYP2 AND MYP3

What is the Academic Honesty Policy at UWC Maastricht?

Academic honesty is a set of practices that presents a clear picture of you as a learner. If you hand in an assignment in which you present work or ideas that are not your own, then you are showing an inaccurate view of your learning. At UWC Maastricht, we believe that intelligence, personality and character can be developed and a person's true potential is unknown. Being academically honest allows you to develop your potential by giving teachers a clear picture of your understanding so they can work with you to continuously improve. By following the principles of academic honesty, students also demonstrate the IB Learner trait of "Principled" and UWC Value of "Personal Responsibility and Integrity".

Academic honesty is the responsibility of all members in a school community, but particularly that of students and teachers.

Teachers support academic honesty by:

- Informing students of the academic honesty policy and guidelines for referencing at the start of each academic year.
- Reviewing the guidelines for referencing with students before every assignment requiring research. This is especially important throughout MYP as the requirements for referencing get more complex throughout the program.
- Creating a classroom environment that is open to dialogue and providing constructive feedback on student work.
- Consistently carry out the academic policy if academic misconduct is suspected and enforce the appropriate consequences if evidence of academic misconduct is confirmed.

Students support academic honesty by:

- Ask questions and clarify expectations about referencing and research with their teachers and classmates,
- Support the learning of their classmates through discussion, but not by allowing work to be copied or by completing another student's work for them,
- Manage time efficiently and keep an organized system of notes. Lack of time or poor study practices can lead to academic misconduct,
- Reading this guide carefully and making sure they understand the definitions for academically dishonest behavior.

Referencing Guide for MYP2 and MYP3

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.

What are the actions of a student who is academically honest?



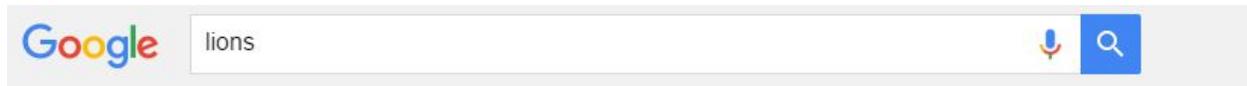
An academically honest student:

- Never uses copy and paste when writing essay assignments. Instead, they summarize ideas in their own words and provide a reference for the source of information in their bibliography.
- Manages their time effectively so that they can take their time over assignments and not complete them at the last moment.
- Discusses assignments with teachers and friends to make sure they understand the task. They do not copy work from friends, but instead just exchange ideas so they can improve their own understanding.
- Brings the required materials to class and follows instructions on tests and assignments.
- Understands that school is about learning and improvement, and that copying the work of others will not help them learn the material. They also know that copying may lead to

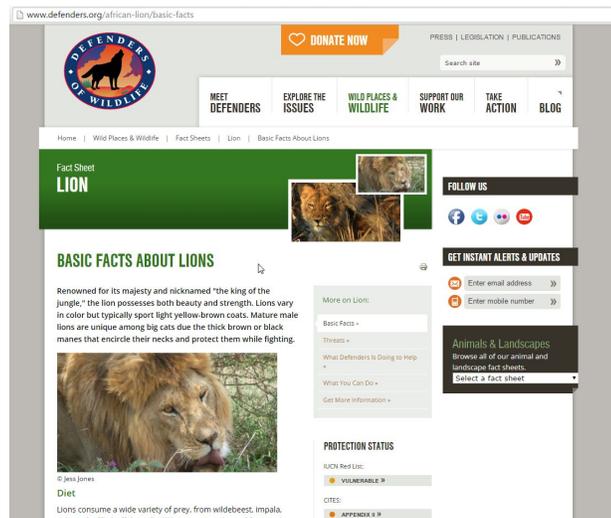
a mark of 0 and because it does not allow the teacher to assess the development of your ideas.

How to reference in MYP2 and MYP3

When a teacher asks you to conduct research on a topic, they are asking you to find out facts, ideas or opinions on that subject. For example, if a teacher asked you to research lions you might do the following:



After searching for the term lions, you might find a website that contains a lot of useful information about lions and how they live in the wild. For example:



The ideas, facts and opinions on this website are useful and you might choose to use them in your own work. If you use any of the information on this website you must:

- express the ideas in your own words. This shows that you have understood them
- list the website in your bibliography to give credit to the people whose ideas and information you used.

If you use the ideas, opinions, writings or inventions of another person without referencing them, you are plagiarising. This is a serious offence and will result in a grade of 0.

What are the referencing requirements for MYP at UWC Maastricht?

There are many different systems for referencing. At UWC Maastricht, we use the Chicago Manual of Style as our system of referencing.

In **MYP1** you were expected to write full bibliographic references for all the print and internet sources that you used.

In **MYP2 and MYP3** you are expected to write bibliographies containing a variety of different sources (internet, print, video, pictures etc) and to use the Chicago Manual of Style format for your bibliography. You are also expected to use the Author date system of in-text citations.

In **MYP4 and MYP5** you will learn how to reference quotations and paraphrased text in your essay with footnotes in addition to creating a full bibliographic reference.

How to cite references in-text using the author date system

Whenever you use an idea that is not your own you must provide a reference in the text that indicates where that idea comes from. This is called using *in-text citation*. It allows the person reading your essay to easily check the sources of your information. Look at the following example of text to see how in-text referencing works.

The diagram shows a central text box with two callout boxes. The left callout box explains citation rules for missing author or date. The right callout box explains that each new piece of information must be referenced, even if it comes from the same source.

If the source has no author, you reference it using the title of the website. If the source has no date, use n.d. in the citation.

Lions are the only type of cat that is social (lives in groups) (Defenders of Wildlife n.d.). A group of lions is called a pride and usually contains many more females than males (Klappenbach n. d.). Even though male and female lions are born in equal numbers, less male lions survive to adulthood (Main 2013). This is because young male lions are kicked out of the pride and left to fend for themselves when they are very young (Main 2013).

Each new piece of information is referenced, even if it comes from the same source.

The references used in text are then included in your bibliography along with any other sources that you used in your research. The following section will outline how to write a bibliography.

How to write a Bibliography

The bibliography comes at the end of your assignment. It should begin on a separate page and use double spacing between the entries. The sources you used should be listed in alphabetical order by the author's last name. If there is no author, use the next element, the title, to alphabetize. The bibliography should list all the sources you used together. There is no need to separate different kinds of sources from each other.

How do you reference different types of sources?

Books

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

*If there is no author, start with the title of the book. Do not use "Author unknown".

Examples:

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.

Encyclopedia Articles (in print)

General: Author's Last name, First name. *Encyclopedia Title*. Edition., s.v. "Title of Article."
Where published (city): Publisher, Year Published. Print.

Examples:

Smith, John. *Encyclopaedia Britannica*, 8th ed., s.v. "Internet." Chicago: Encyclopaedia Britannica, 2009. Print.

Spelman, Lucy. *National Geographic Animal Encyclopedia: 2,500 Animals with Photos, Maps, and More!*, s.v. "Mammals". Washington D.C.: National Geographic Society, 2006. Print.

Encyclopedia articles (online)

General: Author's Last name, First name. *Encyclopedia Title*. Edition., s.v. "Title of Article". Date accessed, <url>.

* If there is no author listed, begin with the encyclopedia title. If you are using the school version of Encyclopedia Britannica, it will also automatically generate this reference for you.

Examples:

Britannica School, s.v. "Authoritarianism." accessed November 24, 2015,
<http://school.eb.co.uk/levels/intermediate/article/310003>.

Hutchinson, Leslie. *Encyclopedia.com.*, s.v. "Jurassic." Accessed July 24, 2014,
<http://www.encyclopedia.com/doc/1G2-3400500203.html>

Website

General: Author's Last Name, First Name. "Title of Webpage". *Publishing Organization or Name of Website*. Date Accessed, <url>.

*If there is no author start with the title of the webpage.

Examples:

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

Roberts, Michelle. "Mutant mosquitoes resist malaria." *BBC News Online*. Accessed November 24, 2015, <http://www.bbc.com/news/health-34898931>

Interview

General: Last name of person interviewed, First name. Name of interviewer. Date of interview. Type of interview.

*Type of interview could be in person communication, or on the radio, TV, YouTube, telephone, skype etc. If online, give the url of the website that it was accessed and the date accessed.

Examples:

Obama, Barack. Interviewed by Shane Smith. March 16, 2016. VICE News on YouTube. Accessed November 24, 2015. <https://www.youtube.com/watch?v=2a01Rg2g2Z8>

Allen, Lily. Interviewed by Kirsty Young. June 29, 2014. Radio interview.

Smith, John. Interviewed by Jane Doe. February 15, 2010. Personal interview.

Video recording or film

General: *Title of Work*. Directed/Performed by Firstname Lastname. Original Release Year. Studio/Distributor. Medium.

Examples:

The Empire Strikes Back. Directed by Irvin Kershner. 1980. 20th Century Fox. DVD.

Food Inc. Directed by Robert Kenner. 2008. Magnolia Pictures. NetFlix.

Diagrams, Images and Charts

In MYP2 and MYP3 you must also include the sources of tables, images, charts, maps and diagrams that you use in your work. If you are using an image found in Google Images or any other image retrieval service, you must use the image in its original context as your source. Do not provide the information from the large image on Google Images, you must use the URL of the webpage where the image is originally shown.

General: Author's Last name, First name. *Title*. Format, Year Published. URL.

*If there is no author, start with the title of the image.

Examples:

A Daisy Flower. Image, 2014. https://commons.wikimedia.org/wiki/File:A_Daisy_flower.jpg

Mirzaee, Amin. *Children's Happiness based on Candy Allowance*. 2013.
<https://fluidsurveys.com/university/use-different-chart-types/>

Music

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.

Example Bibliography

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

Britannica School, s.v. "Authoritarianism." accessed November 24, 2015,
<http://school.eb.co.uk/levels/intermediate/article/310003>.

Food Inc. Directed by Robert Kenner. 2008. Magnolia Pictures. NetFlix.

Hutchinson, Leslie. *Encyclopedia.com.*, s.v. "Jurassic." Accessed July 24, 2014,
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