

## REFERENCING GUIDE MYP4 - DP2

### **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:**

- Asking questions and clarifying expectations about referencing and research with their teachers and classmates,
- Supporting the learning of their classmates through discussion, but not by allowing work to be copied or by completing another student's work for them,
- Managing time efficiently and keeping 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 MYP4 to DP2

### **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, 2011). 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.

Academic misconduct can have serious consequences. Any work that is the product of malpractice will be given a grade of 0. Consequences become more severe if academic misconduct is repeated and records will be kept of instances in which misconduct is suspected or confirmed. If malpractice or cheating occurs on a piece of assessment sent off to the IB for moderation or grading, the IB holds the right to follow up with serious consequences. These may include a student being excluded from an examination session or a subject grade.

### **How can you reference your work correctly?**

Whenever you conduct a research for an assignment, you will be reading the ideas and opinions of other people. If you then use these ideas in your own work, you must acknowledge the people whose ideas you've used or the sources that you got the information from. The process of documenting and acknowledging your sources is called referencing or citing your sources. If you fail to reference or cite the sources of your information (whether intentionally or unintentionally), then you are guilty of plagiarism (see definition above).

In order to avoid plagiarism, it is important that you know how to reference your work correctly for class assignments, your Personal Project and your Extended Essay. There are many different ways to reference, but at the school we recommend that you use the Chicago referencing system for all your assignments. This guide will help you to understand how to reference your work in the Chicago system. Teachers will also reinforce this system in class.

Before providing a description of how to reference appropriately, it is important to familiarize yourself with the following terms:

**In-text citation:** a reference that appears in your text that indicates the source of a piece of information.

**Bibliography:** a list of all the sources that you have consulted, whether you refer to them in the text (by citation) or not. A bibliography lists the sources used in alphabetical order by the author's last name.

### **What should you reference?**

You should reference the following:

- direct quotations
- paraphrased text
- images, charts, graphs, tables, music or text taken from someone else
- information that is not general knowledge
- opinions that are not your own.

### **Using the Chicago Manual of Style for Referencing**

We will be using the notes and bibliography style of the Chicago Style of referencing. In this system, sources can be referenced in text in two different ways. The first way you learned in MYP2 and MYP3 (the Author Date citation). In MYP4 and MYP5, teachers may ask you to use the second system in which in-text citations are presented as footnotes. The bibliography then lists all the sources you have consulted (whether referenced in the text or not) in alphabetical order. This referencing guide will outline both the (Author, Date) and footnoting systems in the Chicago Manual of Style.

Here is an example of a text that is referenced using the **(Author, Date)** system from the **Chicago Manual of Style**.

The in-text citation contains the last name of the author as well as the date of publication (or access if publication date is unknown). If the source is a book, you should also include the page number of the book e.g. (Pollan 2006, 99-100)

**Pluto - planet or dwarf planet?**

Pluto was discovered in 1930 by astronomer Clyde Tombaugh (Owen n.d.). It became known as the ninth, and smallest planet in the solar system. Almost 50 years later, in 1978, another astronomer, James Christy discovered that Pluto had a large moon which he named Charon (Mager n.d.). Through close observation, scientists discovered that Charon was about "half the diameter and one-seventh the mass of Pluto" (Mager n.d.) and they were termed a double planet. In 2003, another object was found in the distance solar system which scientists called Eris (May 2015). Eris is larger than Pluto and caused scientists to debate what the definition of a planet is. In 2006, the International Astronomical Union downgraded Pluto to a dwarf planet (Owen n.d.).

If the wording is identical to the source, the section must be enclosed in quotation marks. As a general rule, you should not quote full sentences or passages longer than 40 words.

n.d. means there is no date of publication or record of when the source was last modified.

The bibliography for this section of text would look as follows:

Authors are listed in the bibliography by "last name, first name". The sources appear in alphabetical order by the author's last name.

**Bibliography**

Mager, Brad. "Pluto's companion". *Pluto: The Discovery of Planet X*. Accessed November 27, 2015. <http://www.discoveryofpluto.com/intro.html>

May, Sandra. "What is Pluto?". NASA. Last modified September 16, 2015. <http://www.nasa.gov/audience/forstudents/k-4/stories/nasa-knows/what-is-pluto-k4.html>

Owen, Tobias. "Pluto". *Britannica School*. Accessed November 27, 2015, <http://school.eb.co.uk/levels/advanced/article/110154>.

To format the bibliography correctly, there should be a space between each source. For each source, the first line of the source is indented.

Here is the same text, but this time it is referenced using the **Chicago Manual of Style footnoting system**.

**Pluto - planet or dwarf planet?**

Pluto was discovered in 1930 by astronomer Clyde Tombaugh<sup>1</sup>. It became known as the ninth, and smallest planet in the solar system. Almost 50 years later, in 1978, another astronomer, James Christy discovered that Pluto had a large moon which he named Charon<sup>2</sup>. Through close observation, scientists discovered that Charon was about "half the diameter and one-seventh the mass of Pluto"<sup>3</sup> and they were termed a double planet. In 2003, another object was found in the distance solar system which scientists called Eris<sup>4</sup>. Eris is larger than Pluto and caused scientists to debate what the definition of a planet is. In 2006, the International Astronomical Union downgraded Pluto to a dwarf planet<sup>5</sup>.

<sup>1</sup>Tobias Owen, "Pluto", *Britannica School*, accessed November 27, 2015, <http://school.eb.co.uk/levels/advanced/article/110154>.

<sup>2</sup>Brad Mager, "Pluto's companion", *Pluto: The Discovery of Planet X*, Accessed November 27, 2015, <http://www.discoveryofpluto.com/intro.html>

<sup>3</sup>Ibid.

<sup>4</sup>Sandra May, "What is Pluto?", NASA, last modified September 16, 2015, <http://www.nasa.gov/audience/forstudents/k-4/stories/nasa-knows/what-is-pluto-k4.html>

<sup>5</sup>Owen, "Pluto", 2015

If the wording is identical to the source, the section must be enclosed in quotation marks. As a general rule, you should not quote full sentences or passages longer than 40 words.

You should provide a full reference the first time a source is used.

If the source is used again (but not consecutively), you can use a shorter reference.

If you reference the same source consecutively, you can use "Ibid" for the second notation. This means that the quotation also comes from the website authored by Brad Mager.

The bibliography for this section of text would look as follows:

**Bibliography**

Mager, Brad. "Pluto's companion". *Pluto: The Discovery of Planet X*. Accessed November 27, 2015. <http://www.discoveryofpluto.com/intro.html>

May, Sandra. "What is Pluto?". NASA. Last modified September 16, 2015. <http://www.nasa.gov/audience/forstudents/k-4/stories/nasa-knows/what-is-pluto-k4.html>

Owen, Tobias. "Pluto". *Britannica School*. Accessed November 27, 2015, <http://school.eb.co.uk/levels/advanced/article/110154>.

In the footnotes, the author's name goes "first name last name" but in the bibliography it is "last name, first name". The sources appear in alphabetical order by the author's last name.

To format the bibliography correctly, there should be a space between each source. For each source, the first line of the source is indented.

Either system (footnotes or author date) is a suitable format for referencing. Clarify with your teacher which method they would like you to use. The following section outlines how to reference different types of sources both in-text and in the bibliography using both methods of the Chicago Manual of Style.

### A Guide to the Author Date system in the Chicago Manual of Style

Type of Source	In-text citation	Bibliography entry
<b>Book - single author</b>	<p><b>General:</b> (Author's last name, year of publication, page number)</p> <p><b>Example:</b> (Faulker 1990, 200)</p>	<p><b>General:</b> Last name, First name. <i>Title of Book</i>. Place of publication: Publisher, Year of publication.</p> <p><b>Example:</b> Faulkner, William. <i>Absalom, Absalom!</i>. New York: Vintage Books, 1990.</p>
<b>Book - two or three authors</b>	<p><b>General:</b> (Author1 Last name and Author2 Last name date, page number)</p> <p><b>Example:</b> (Lash and Urry 1994, 51)</p> <p>(Heatherton, Fitzgilroy, and Hsu 2008, 188–89)</p>	<p><b>General:</b> Last name, First name, and First name Last name. <i>Title of Book</i>. Place of publication: Publisher, Year of publication.</p> <p><b>Example:</b> Lash, Scott, and John Urry. <i>Economies of Signs &amp; Space</i>. London: SAGE Publications, 1994 Heatherton, Joyce, James Fitzgilroy, and Jackson Hsu, ed., <i>Meteors and Mudslides: A Trip through the Universe</i> Washington DC: Knopf, 2005.</p>
<b>Book - 4 or more authors</b>	<p><b>General:</b> (Author1 Last name et al. date, page number)</p>	<p><b>General:</b> Complete list of all authors. <i>Title of Book</i>. Place of publication: Publisher, Year of publication.</p>

	<p><b>Example:</b> (Evans et al. 2003, 45)</p>	<p><b>Example:</b> Evans, J., P. Grimshaw, D. Philips, and S. Swain. <i>Equal Subjects, Unequal Rights: Indigenous Peoples in British Settler Societies</i>. Manchester: Manchester University Press, 2003.</p>
<p><b>Magazine article (print or online)</b></p>	<p><b>General:</b> (Author last name date)</p> <p><b>Examples:</b> (YoungSmith 2009)</p>	<p><b>General:</b> Last name, First name. "Title of Article". <i>Title of Magazine</i>, Date.</p> <p><b>Examples:</b> Macel, Emily. "Beijing's Modern Movment." <i>Dance Magazine</i>, February 2009.</p> <p>YoungSmith, Barron. "Green Room." <i>Slate</i>, February 4, 2009. <a href="http://www.slate.com/id/2202431/">http://www.slate.com/id/2202431/</a></p>
<p><b>Newspaper article</b></p>	<p><b>General:</b> (Author last name date)</p> <p><b>Example:</b> (Deo 2009)</p>	<p><b>General:</b> Last name, First name. "Headline". <i>Title of Newspaper</i>, Date.</p> <p><b>Example:</b> Deo, Nisha. "Visiting Professor Lectures on Photographer". <i>Exponent</i>. Feb. 13, 2009.</p>
<p><b>Web page (known author and date)</b></p>	<p><b>General:</b> (Author last name date)</p> <p><b>Example:</b></p>	<p><b>General:</b> Last name, First name. "Title of Web Page," <i>Publishing Organization or Name of Website</i>. Publication date and/or access date if available, URL</p> <p><b>Example:</b></p>

	(Jalopy 2009)	Jalopy, Mister. "Effulgence of the North: Storefront Arctic Panorama in Los Angeles." <i>Dinosaurs and Robots</i> . Last modified January 30, 2009. <a href="http://www.dinosaursandrobo ts.com/2009/01/effugence-of-north-storefront-arctic.html">http://www.dinosaursandrobo ts.com/2009/01/effugence-of-north-storefront-arctic.html</a> .
<b>Web page (unknown author and known date)</b>	<p><b>General:</b> (Publishing organization or name of website date)</p> <p><b>Example:</b> (CNN 2009)</p>	<p><b>General:</b> "Title of Web Page." <i>Publishing Organization or Name of Website</i>. Publication date, URL.</p> <p><b>Example:</b> "Illinois Governor Wants to 'Fumigate' State's Government." <i>CNN.com</i>. Last modified January 30, 2009. <a href="http://edition.cnn.com/2009/POLITICS/01/30/illinois.governor.quinn/">http://edition.cnn.com/2009/POLITICS/01/30/illinois.governor.quinn/</a>.</p>
<b>Web page (known author and unknown date of publication)</b>	<p><b>General:</b> (Author n.d.)</p> <p><b>Example:</b> (Mager n.d.)</p>	<p><b>General:</b> Last name, First name. "Title of Web page". <i>Publishing Organization or Name of Website</i>. Date accessed, URL</p> <p><b>Example:</b> Mager, Brad. "Pluto's companion". <i>Pluto: The Discovery of Planet X</i>. Accessed November 27, 2015. <a href="http://www.discoveryofpluto.com/intro.html">http://www.discoveryofpluto.com/intro.html</a></p>
<b>Journal article (accessed online)</b>	<b>General:</b> (Author date)	<b>General:</b> Last name, First name. "Title of Journal article". <i>Name of Journal</i> volume number



	<p><b>Example:</b> (Smith 2009)</p>	<p>(Year of publication): page numbers. URL, (date accessed)</p> <p><b>Example:</b> Smith, John. "Studies in pop rocks and Coke". <i>Weird Science</i> 12 (2009): 78-93. <a href="http://www.weirdscience.org/articles/id=1212">http://www.weirdscience.org/articles/id=1212</a> (accessed June 21, 2009)</p>
<p><b>Piece of artwork (seen personally)</b></p>	<p><b>General</b>(placed under the image in the text): Fig. #. Author first name last name, <i>Title of Artwork</i>, Date, Medium, dimensions, Housing institution or collection.</p> <p><b>Example:</b> Fig. 1. Auguste Rodin, <i>The Thinker</i>, 1880-81. Bronze, 82.0cm x 98.4cm x 142.2 cm, Cleveland Museum of Art, Cleveland.</p> <p>Fig. 2. Vincent Van Gogh, <i>The Starry Night</i>, 1889, oil on canvas, 29 in. x 36 ¼ in., Museum of Modern Art, New York.</p>	<p><b>General:</b> Last name, First name. <i>Title of Artwork</i>, Date. Medium, dimensions, Housing Institution or collection.</p> <p><b>Example:</b> Rodin, Auguste. <i>The Thinker</i>, 1880-81. Bronze, 82.0cm x 98.4 cm x 142.2 cm, Cleveland Museum of Art, Cleveland.</p> <p>Van Gogh, Vincent. <i>The Starry Night</i>, 1889, oil on canvas, 29 in. x 36 ¼ in., Museum of Modern Art, New York</p>
<p><b>Piece of artwork (found online)</b></p>	<p><b>General</b>(placed under the image in the text): Fig. #. Author first name last name, <i>Title of Artwork</i>, Date, Medium, dimensions, Housing institution or collection. URL of website</p> <p><b>Example:</b> Fig. 3. Frank Duveneck, <i>Whistling Boy</i>, 1872, oil on canvas, 28 in. x 21 ½ in.,</p>	<p><b>General:</b> Last name, First name. <i>Title of Artwork</i>, Date. Medium, Dimensions, Housing institution or collection. URL of website, Date accessed.</p> <p><b>Example:</b> Duveneck, Frank. <i>Whistling Boy</i>, 1872. Oil on canvas, 28 in. x 21 ½ in., Cincinnati Art</p>

	<p>Cincinnati Art Museum, Cincinnati.  <a href="http://cincinnatiartmuseum.stores.yahoo.net/frduwhboy.html">http://cincinnatiartmuseum.stores.yahoo.net/frduwhboy.html</a></p>	<p>Museum, Cincinnati.  <a href="http://cincinnatiartmuseum.stores.yahoo.net/frduwhboy.html">http://cincinnatiartmuseum.stores.yahoo.net/frduwhboy.html</a>, Accessed Aug. 12, 2007.</p>
<p><b>Sound recording (MP3 from commercial vendor such as iTunes)</b></p>	<p><b>General:</b>  (Author copyright date)</p> <p><b>Example:</b>  (Hendrix, 1993)</p> <p>(Puccini, 2005)</p>	<p><b>General:</b>  Composer/Conductor/Performer (depends on what you emphasize). "Song Title" Name of composer, conductor and/or performer (if they are not listed at the beginning of the bibliography). <i>Name of album</i>, Name of recording company, copyright date, medium, date downloaded, <i>company</i>.</p> <p><b>Example:</b>  Hendrix, Jimi. "All Along the Watchtower". <i>Electric Ladyland</i>, MCA, 1993, MP3 file, downloaded January 12, 2013, <i>iTunes</i>.</p> <p>Puccini, Giacomo. "Nessun Dorma," from <i>Turandot</i>; Luciano Pavarotti (tenor), London Symphony Orchestra, conducted by Zubin Mehta. <i>Luciano Pavarotti - The Best</i>. Decca, 2005, MP3 file, downloaded August 15, 2009, <i>iTunes</i></p>
<p><b>Sound recording or video from streaming service (such as YouTube)</b></p>	<p><b>General:</b>  (Author date)</p> <p><b>Example:</b>  (Adele, 2015)</p>	<p><b>General:</b>  "Title of video clip." Date published. Video clip. Date Accessed. Name of streaming service. URL of video.</p> <p><b>Example:</b>  "Hello". October 22, 2015.</p>

		<p>Video clip. Accessed November 20, 2015. YouTube. <a href="https://www.youtube.com/watch?v=YQHsXMgIC9A">https://www.youtube.com/watch?v=YQHsXMgIC9A</a></p>
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**A Guide to the footnotes and bibliographic entry style of referencing in the Chicago Manual of Style**

Type of Source	Footnote format	Bibliography entry
<b>Book - single author</b>	<p><b>General:</b> First name Last name, <i>Title of Book</i>(Place of publication: Publisher, Year of publication), page number.</p> <p><b>Example:</b> <sup>1</sup>William Faulkner, <i>Absalom, Absalom!</i> (New York: Vintage Books, 1990), 271.</p>	<p><b>General:</b> Last name, First name. <i>Title of Book</i>. Place of publication: Publisher, Year of publication.</p> <p><b>Example:</b> Faulkner, William. <i>Absalom, Absalom!</i>. New York: Vintage Books, 1990.</p>
<b>Book - two or three authors</b>	<p><b>General:</b> First name Last name and First name Last name, <i>Title of Book</i> (Place of publication: Publisher, Year of publication), page number.</p> <p><b>Example:</b> Scott Lash and John Urry, <i>Economies of Signs &amp; Space</i> (London: SAGE Publications, 1994), 241-51.</p>	<p><b>General:</b> Last name, First name, and First name Last name. <i>Title of Book</i>. Place of publication: Publisher, Year of publication.</p> <p><b>Example:</b> Lash, Scott, and John Urry. <i>Economies of Signs &amp; Space</i>. London: SAGE Publications, 1994</p>
<b>Book - 4 or more authors</b>	<p><b>General:</b> Author 1 First name Last name et al., <i>Title of Book</i> (Place of publication: Publisher, Year of publication), page number</p> <p><b>Example:</b> J. Evans et al., <i>Equal Subjects, Unequal Rights: Indigenous Peoples in British Settler Societies</i> (Manchester: Manchester University Press, 2003), 20.</p>	<p><b>General:</b> Complete list of all authors. <i>Title of Book</i>. Place of publication: Publisher, Year of publication.</p> <p><b>Example:</b> Evans, J., P. Grimshaw, D. Philips, and S. Swain. <i>Equal Subjects, Unequal Rights: Indigenous Peoples in British Settler Societies</i>. Manchester: Manchester University Press, 2003.</p>

<p><b>Magazine article (print or online)</b></p>	<p><b>General:</b> First name Last name, "Title of Article", <i>Title of Magazine</i>, Date, page number.</p> <p><b>Examples:</b> Emily Macel, "Beijing's Modern Movement," <i>Dance Magazine</i>, February 2009, 35.</p> <p>Barron YoungSmith, "Green Room," <i>Slate</i>, February 4, 2009. <a href="http://www.slate.com/id/2202431/">http://www.slate.com/id/2202431/</a></p>	<p><b>General:</b> Last name, First name. "Title of Article". <i>Title of Magazine</i>, Date.</p> <p><b>Examples:</b> Macel, Emily. "Beijing's Modern Movement." <i>Dance Magazine</i>, February 2009.</p> <p>YoungSmith, Barron. "Green Room." <i>Slate</i>, February 4, 2009. <a href="http://www.slate.com/id/2202431/">http://www.slate.com/id/2202431/</a></p>
<p><b>Newspaper article</b></p>	<p><b>General:</b> First name Last name, "Headline," <i>Title of Newspaper</i>, Date.</p> <p><b>Example:</b> Nisha Deo, "Visiting Professor Lectures on Photographer," <i>Exponent</i>, Feb. 13, 2009.</p>	<p><b>General:</b> Last name, First name. "Headline". <i>Title of Newspaper</i>, Date.</p> <p><b>Example:</b> Deo, Nisha. "Visiting Professor Lectures on Photographer". <i>Exponent</i>. Feb. 13, 2009.</p>
<p><b>Web page (known author and date)</b></p>	<p><b>General:</b> First name Last name, "Title of Web Page," <i>Publishing Organization or Name of Website</i>, publication date, URL</p> <p><b>Example:</b> Mister Jalopy, "Effulgence of the North: Storefront Arctic Panorama in Los Angeles," <i>Dinosaurs and Robots</i>, last modified January 30, 2009, <a href="http://www.dinosaursandrobotts.com/2009/01/effugence-of-north-storefront-arctic.html">http://www.dinosaursandrobotts.com/2009/01/effugence-of-north-storefront-arctic.html</a>.</p>	<p><b>General:</b> Last name, First name. "Title of Web Page," <i>Publishing Organization or Name of Website</i>. Publication date and/or access date if available, URL</p> <p><b>Example:</b> Jalopy, Mister. "Effulgence of the North: Storefront Arctic Panorama in Los Angeles." <i>Dinosaurs and Robots</i>. Last modified January 30, 2009. <a href="http://www.dinosaursandrobotts.com/2009/01/effugence-of-north-storefront-arctic.html">http://www.dinosaursandrobotts.com/2009/01/effugence-of-north-storefront-arctic.html</a>.</p>

<p><b>Web page (unknown author and known date)</b></p>	<p><b>General:</b>  “Title of Web Page,”  <i>Publishing Organization or Name of Website</i>, publication date, URL.</p> <p><b>Example:</b>  “Illinois Governor Wants to ‘Fumigate’ State’s Government.” <i>CNN.com</i>, Last modified January 30, 2009,  <a href="http://edition.cnn.com/2009/POLITICS/01/30/illinois.governor.quinn/">http://edition.cnn.com/2009/POLITICS/01/30/illinois.governor.quinn/</a>.</p>	<p><b>General:</b>  “Title of Web Page.”  <i>Publishing Organization or Name of Website</i>. Publication date, URL.</p> <p><b>General:</b>  “Illinois Governor Wants to ‘Fumigate’ State’s Government.” <i>CNN.com</i>. Last modified January 30, 2009,  <a href="http://edition.cnn.com/2009/POLITICS/01/30/illinois.governor.quinn/">http://edition.cnn.com/2009/POLITICS/01/30/illinois.governor.quinn/</a>.</p>
<p><b>Piece of artwork (seen personally)</b></p>	<p><b>General:</b>  First name Last name, <i>Title of Artwork</i>, Date, Medium, Dimensions, Housing institution or collection.</p> <p><b>Example:</b>  Auguste Rodin, <i>The Thinker</i>, 1880-81, bronze, 82.0cm x 98.4 cm x 142.2 cm, Cleveland Museum of Art, Cleveland.</p> <p>Vincent Van Gogh, <i>The Starry Night</i>, 1889, oil on canvas, 29 in. x 36 ¼ in., Museum of Modern Art, New York.</p>	<p><b>General:</b>  Last name, First name. <i>Title of Artwork</i>, Date. Medium, dimensions, Housing Institution or collection.</p> <p><b>Example:</b>  Rodin, Auguste. <i>The Thinker</i>, 1880-81. Bronze, 82.0cm x 98.4 cm x 142.2 cm, Cleveland Museum of Art, Cleveland.</p> <p>Van Gogh, Vincent. <i>The Starry Night</i>, 1889, oil on canvas, 29 in. x 36 ¼ in., Museum of Modern Art, New York.</p>
<p><b>Piece of artwork (found online)</b></p>	<p><b>General:</b>  First name Last name, <i>Title of Artwork</i>, Date, medium, dimensions, Housing institution or collection.</p>	<p><b>General:</b>  Last name, First name. <i>Title of Artwork</i>, Date. Medium, Dimensions, Housing institution or collection. URL of website, Date accessed.</p>

	<p><b>Example:</b> Frank Duveneck, <i>Whistling Boy</i>, 1872, oil on canvas, 28 in. x 21 ½ in., Cincinnati Art Museum, Cincinnati.</p>	<p><b>Example:</b> Duveneck, Frank. <i>Whistling Boy</i>, 1872. Oil on canvas, 28 in. x 21 ½ in., Cincinnati Art Museum, Cincinnati. <a href="http://cincinnatiartmuseum.stores.yahoo.net/frduwhboy.html">http://cincinnatiartmuseum.stores.yahoo.net/frduwhboy.html</a>, Accessed Aug. 12, 2007.</p>
<p><b>Sound recording (MP3 from commercial vendor such as iTunes)</b></p>	<p><b>General:</b> First name Last name, "Song Title", Name of composer, conductor and/or performer (if they are not listed at the beginning), <i>Name of album</i>, name of recording company, copyright date, medium, date downloaded, <i>company</i>.</p> <p><b>Example:</b> Jimi Hendrix, "All Along the Watchtower", <i>Electric Ladyland</i>, MCA, 1993, MP3 file, downloaded January 12, 2013, <i>iTunes</i>.</p> <p>Giacomo Puccini, "Nessun Dorma." From <i>Turandot</i>; Luciano Pavarotti (tenor). London Symphony Orchestra, conducted by Zubin Mehta, <i>Luciano Pavarotti - The Best</i>, Decca, 2005, MP3 file, downloaded August 15, 2009, <i>iTunes</i>.</p>	<p><b>General:</b> Composer/Conductor/Performer (depends on what you emphasize). "Song Title" Name of composer, conductor and/or performer (if they are not listed at the beginning of the bibliography). <i>Name of album</i>, Name of recording company, copyright date, medium, date downloaded, <i>company</i>.</p> <p><b>Example:</b> Hendrix, Jimi. "All Along the Watchtower". <i>Electric Ladyland</i>, MCA, 1993, MP3 file, downloaded January 12, 2013, <i>iTunes</i>.</p> <p>Puccini, Giacomo. "Nessun Dorma," from <i>Turandot</i>; Luciano Pavarotti (tenor), London Symphony Orchestra, conducted by Zubin Mehta. <i>Luciano Pavarotti - The Best</i>. Decca, 2005, MP3 file, downloaded August 15, 2009, <i>iTunes</i>.</p>
<p><b>Sound recording or video from streaming service (such as YouTube)</b></p>	<p><b>General:</b> First name Last name, "Title of video clip," date published, video clip, date accessed, name of streaming service,</p>	<p><b>General:</b> Last Name, First name. "Title of video clip." Date published. Video clip. Date Accessed. Name of streaming service.</p>

	URL of video or sound recording.  <b>Example:</b> Adele, "Hello", October 22, 2015, Video clip, accessed November 20, 2015, YouTube, <a href="https://www.youtube.com/watch?v=YQHsXMgIC9A">https://www.youtube.com/watch?v=YQHsXMgIC9A</a>	URL of video or sound recording.  <b>Example:</b> Adele. "Hello". October 22, 2015. Video clip. Accessed November 20, 2015. YouTube. <a href="https://www.youtube.com/watch?v=YQHsXMgIC9A">https://www.youtube.com/watch?v=YQHsXMgIC9A</a>
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### Using Images from the Internet

Many images on the Internet are protected under copyright laws, so you must be careful in your selection of pictures, charts, or other graphics that you add to your assignments, Personal Projects, or Extended Essays. Images that have been registered under a Creative Commons License can often be used providing appropriate conditions have been met. Look for the following symbols to determine how images can be used:





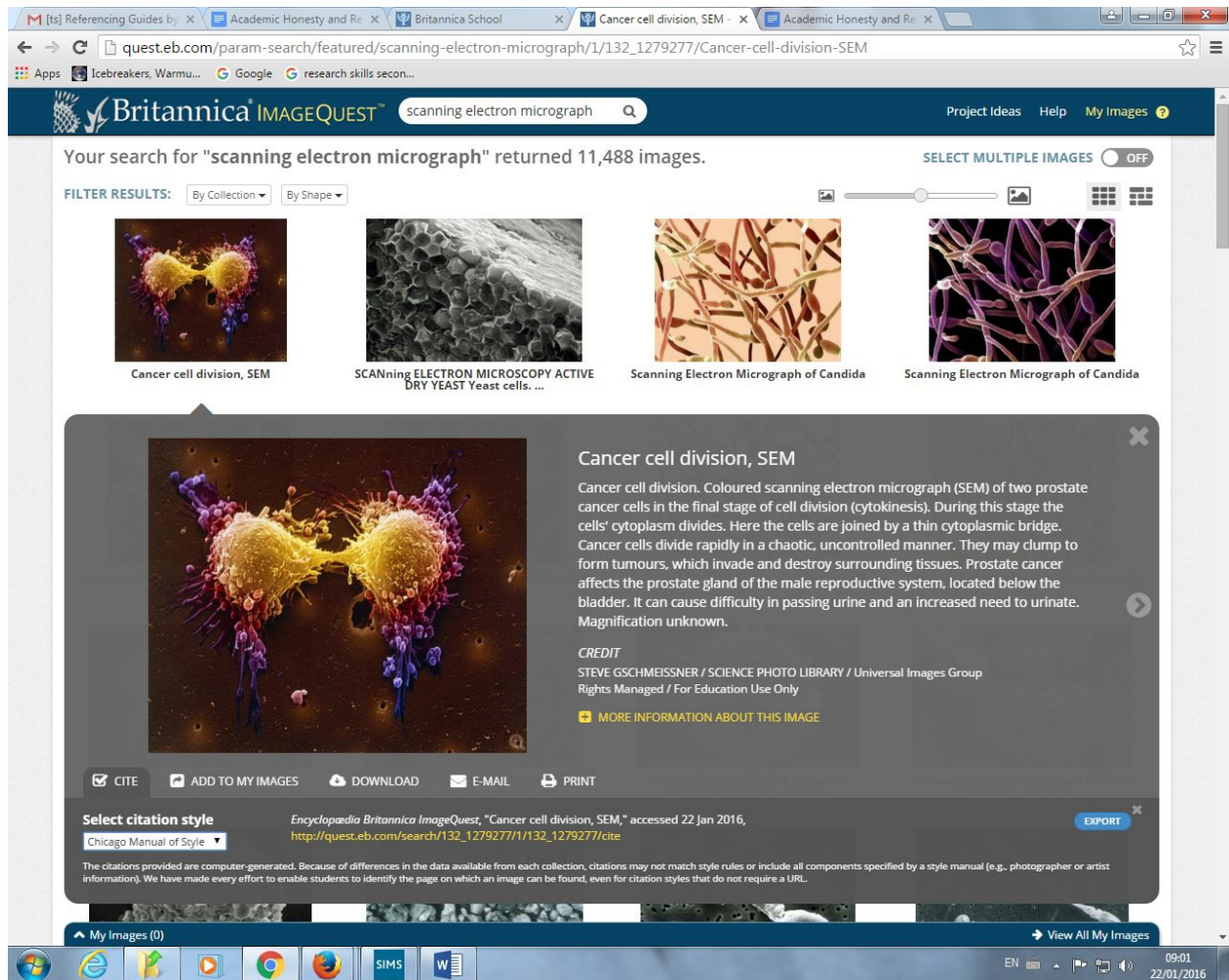
Licence	Symbol	Description
Attribution		It can be copied, modified, distributed, displayed and performed but the copyright owner must be given credit.
Non-commercial		It can be copied, modified, distributed and displayed but no profit can be made from it.
No Derivative Works		It can be copied, distributed, displayed and performed but cannot be modified.
Share-alike		It can be modified and distributed but must be covered by an identical license.

Image Source: BBC Bitesize, "Copyright and Intellectual Property", Accessed January 8, 2016.  
<http://www.bbc.co.uk/education/guides/zchcwmn/revision/3>

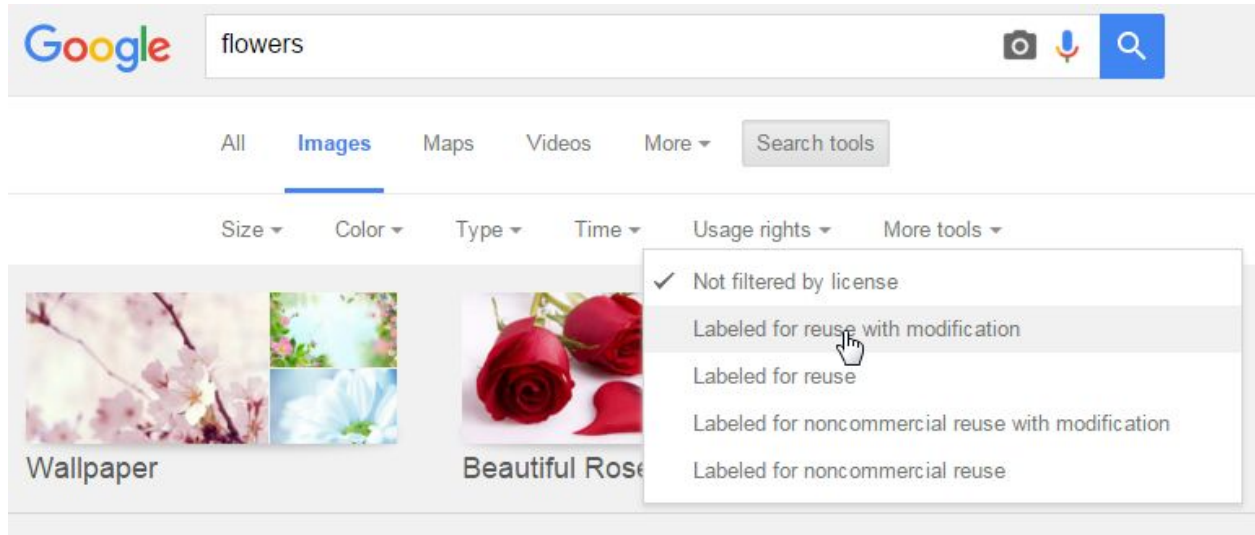


Our school has a subscription to Britannica school: <http://school.eb.co.uk> When you open this website, you see Image Quest on the right hand corner. All of these images are right-cleared and you can use them for your work.

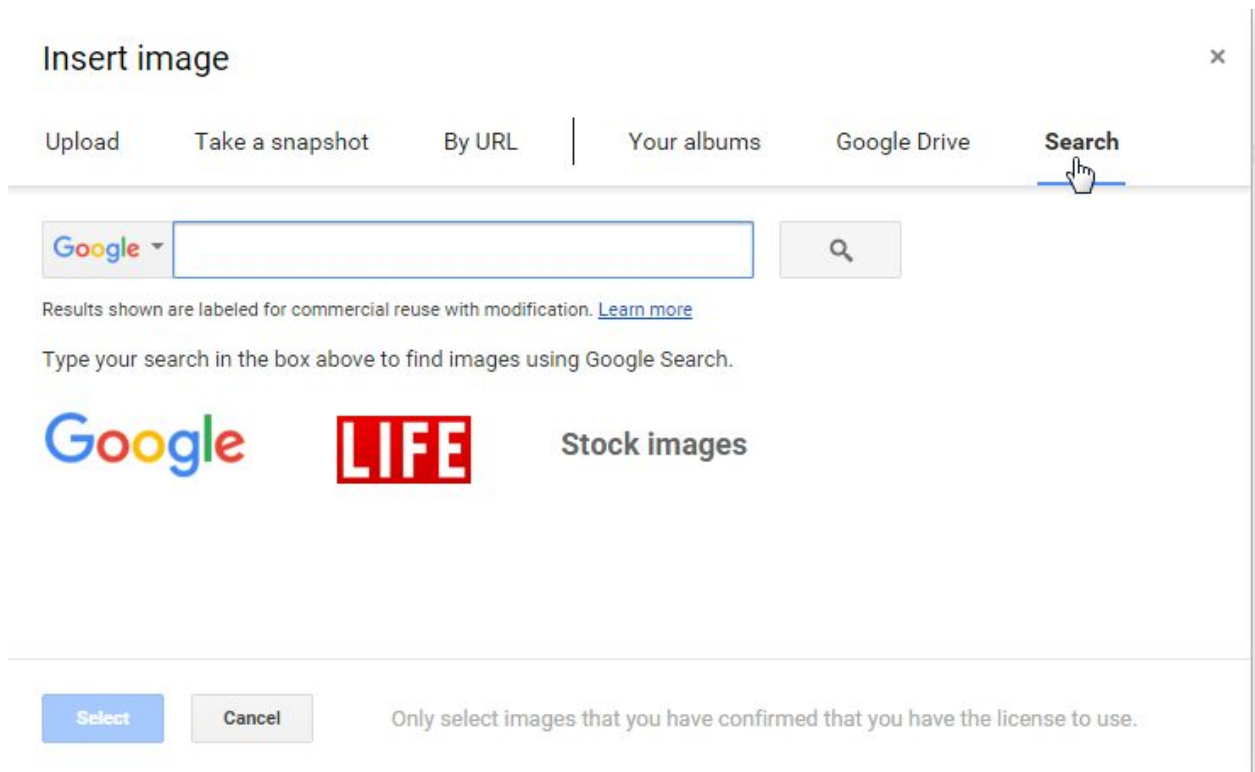


When you have selected the picture you want, you see the screen above. In the corner on the left, you see CITE. You just have to select the Chicago Manual of Style and the correct way of referencing your picture appears next to it.

There are also some search tools that can help you to find copyright free or limited copyright images. On Google Images, you can narrow down your search by selecting "Search Tools", then "Usage Rights". The best selection is then "Labeled for reuse with modification" as this gives you the most options for use.



If you are writing your work in Google Docs, you can also use the image finder to select images with limited or open copyright. If you select “Insert” and then Image, you can search for images. The images selected by the program will automatically be selected from those labelled with a commercial reuse with modification license.



## Using music in videos or assignments

Specific to music class

In MYP 4-5 and DP 1-2 students are not allowed to use pre-recorded samples as part of their compositions; if a student decided to make use of samples, these need to be created on the spot using a so called "loop pedal". In developing/composing a composition the student may not use extracts taken from another composition written by another composer. Only in the case of writing an arrangement the student is allowed to use extracts of the original composition (the title and composer of the original composition needs to be clearly mentioned on the sheet music and the developmental workbook). In MYP 4-5 and DP 1-2 the students are not allowed to use a backing track; all performances need to consist of live accompaniment.

#### As a soundtrack in a video

As a general rule, you should avoid using compositions of artists as background music in your videos unless you have received permission from the artist or production company to use their music. This includes if you have covered the song yourself, or have generated a remix from the original source material. It is possible to find copyright free music on the Internet - you can look for the same Creative Commons symbols for music composition as listed above for images. The following websites also carry copyright free tracks that you can use in your video productions (though many still require attribution).

Archive Org: <http://archive.org/index.php>

Video, music and text in the public domain or issued under Creative Commons Licences.

Freesound: <http://www.freesound.org/>

Music recordings issued with Creative Commons Licences

Soundcloud: <http://soundcloud.com/>

An audio uploader that features many Creative Commons licensed music tracks. Try searching for a style of music (e.g. dub step) and then select one of the Creative Commons attribution qualities on the right. Not all music uploaded here is under Creative Commons.

CMixer: <http://ccmixter.org/>

A site of Creative Commons licensed music tracks

#### **Where can you get additional information about how to reference your sources?**

The following websites are excellent sources of information about referencing using the Chicago Manual of Style.

Purdue OWL

<https://owl.english.purdue.edu/owl/resource/717/01/>

Chicago Manual of Style Online Quick Guide

[http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)

EasyBib

<http://content.easybib.com/citation-guides/chicago-turabian/footnotes/>

There are also many citation generators online and contained in applications (such as Microsoft Word). Feel free to use these, however, they are not a substitute for educating yourself about referencing conventions or academic honesty. Frequently citation generators do not create the correct output so you should know how to check your references for accuracy.