Academic Honesty
and Effective Citing and Referencing

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ACADEMIC HONESTY

Introduction

When we use other people’s words, work and ideas to support our own ideas, or to demonstrate divergent opinion, it is essential that we indicate whose words and work we are using. Any reader would benefit from seeing just how the other person’s work contributes to ours.

If we fail to show that we are using someone else’s words, work or ideas by not indicating that they originated with someone else, then we mislead the reader. If we give the impression that these words or ideas are our own when they are not, this is not good scholarship and, deliberate or unintentional, may be deemed as academic misconduct.

What is academic misconduct?

Academic misconduct is a behaviour that results in, or may result in, the student or any other student gaining an unfair advantage (or a behaviour that disadvantages other students) in one or more assessment components.

Types of Academic Misconduct:

**Plagiarism** is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.

**Collusion** is defined as supporting academic misconduct by another student, for example allowing one’s work to be copied or submitted for assessment by another.

Examples of **misconduct during an IB examination** include: taking unauthorized material into an examination (whether the student uses it or not), behaviour that disrupts the examination or may distract other students and communicating with another student during the examination.

**Duplication of work** is defined as the presentation of the same work for different assessment components and/or Diploma Programme requirements.
CITING AND REFERENCING

WHY CITE?

Proper citation is a key element in academic scholarship and intellectual exchange. When we cite we:

- show respect for the work of others
- help a reader to distinguish our work from the work of others who have contributed to our work
- give the reader the opportunity to check the validity of our use of other people's work
- give the reader the opportunity to follow up our references, out of interest
- show and receive proper credit for our research process
- demonstrate that we are able to use reliable sources and critically assess them to support our work
- establish the credibility and authority of our knowledge and ideas
- demonstrate that we are able to draw our own conclusions
- share the blame (if we get it wrong).

WHAT TO CITE?

As creators/authors, we are expected to acknowledge any materials or ideas that are not ours and that have been used in any way, such as quotation, paraphrase or summary. The term “materials” means written, oral or electronic products, and may include the following.

- Text
- Visual
- Audio
- Graphic

- Artistic
- Lectures
- Interviews
- Conversations

- Letters
- Broadcasts
- Maps
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WHEN TO CITE?

In **written work**, we should cite in the text where we have used an external source. The inclusion of a reference in a bibliography (works cited/list of references) at the end of the paper is not enough.

In **presentations** we can provide our audience with a handout of our references, or list our sources on the final slide(s).

During an **oral presentation**, we can acknowledge the sources we are using by the use of phrases, for example, “As Gandhi put it...” or “According to...”. We can show a direct quotation by saying “Quote ... Unquote” or by signalling with “rabbit’s ears” or “air quotes”. In a presentation supported by posters or slides, we can include short or full references on the slides; if short references are made on the slides, then we should again provide a full list of references on a handout or on the final slide(s).

We can include references or acknowledgments of other people’s work in the final credits of a film. A piece of **music** can be accompanied by programme notes indicating influences and direct sources. **Art on display** can be labelled or captioned.

HOW TO CITE?

When we cite, we should make clear what it is that we are citing. It must be clear to the reader just what it is that we owe to someone else, and whether we have quoted exactly or have used our own words and understanding of the original material.

The reader must be able to distinguish clearly between **our words/work** and the **words/work of others**.

Three main types of in-text citation are as follows:

1. **Author** (such as MLA style)
   
   In-text citation is done by an introductory and/or parenthetical citation providing:
   - the last name of the author, and
   - page number(s) from which the quotation or paraphrase is taken, if applicable.

   **Example** – **Direct quotation**: Carroll points out that “deliberate breaches form a relatively small proportion of dishonesty cases whereas up to 80% in most years involve misuse of others’ work through plagiarism or collusion” (2).

   **Example** – **Paraphrase**: While some students still try to bring unauthorized materials into examination rooms with a clear intent to cheat, the vast majority of breaches relate to plagiarism and collusion (Carroll 2).
2. **Author–date** (such as APA style)

In-text citation is done by an introductory and/or parenthetical citation providing:

- the last name of the author, and
- the year of publication from which the quotation or paraphrase is taken, and the page number, if applicable.

*Example – Direct quotation:* Carroll (2012) points out that “deliberate breaches form a relatively small proportion of dishonesty cases whereas up to 80% in most years involve misuse of others’ work through plagiarism or collusion.”

*Example – Paraphrase:* While some students still try to bring unauthorized materials into examination rooms with a clear intent to cheat, the vast majority of breaches relate to plagiarism and collusion (Carroll, 2012).

3. **Numbered footnote**

In-text citation is done by:

- superscript note numbers that come after the referenced passage, and after the final punctuation mark, if used, and
- corresponding footnotes placed at the bottom of their page of reference containing all reference details from which the quotation or paraphrase is taken; when using a source for a second or subsequent time, a shorter footnote reference is sufficient.

*Example:* Carroll points out that “deliberate breaches form a relatively small proportion of dishonesty cases whereas up to 80% in most years involve misuse of others’ work through plagiarism or collusion.”


***For more information on citing and referencing sources correctly, please see our librarian, Ms. McGuire, on the second floor. You can also find helpful resources on the Library Media Center web page.***
### Documentation checklist

<table>
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<th>Question</th>
<th>Answer</th>
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<td>When you have used an author’s exact words, have you put “quotation marks” around the quotation and named (cited) the original writer?</td>
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