



الأكاديمية الدولية - عمان
THE INTERNATIONAL ACADEMY - AMMAN

Academic Honesty - Quick Guide – Grades 6 to 8

When doing your work always try and write in your own words. This is good practice and will help you understand your work better and allow you to gain better marks. When you do copy directly into your work the words of others, or you use summaries then reference them using MLA, this is done in the following way:

Direct Quotes

Author known – “In speech marks” then (author page) **(Waugh 23)**

No author known – “In speech marks” then (title of book page) **(Oxford School Dictionary 57)**

Direct quotes from the internet

Author known - “In speech marks” (author) **(Paxman)**

No author known – “In speech marks” (name of article) **(How to quote)**

NOTE - Try and avoid lengthy quotes as you can't gain much credit for quoting large chunks of someone else's work in your assignments – it is NOT your work!

Summary Quotes

Summary Quotes are a very useful way of showing that you have read widely and understood what you have read, therefore not having to resort to direct quotes. It shows a more sophisticated use of knowledge. Be very careful with these, the text has to be quite different to be a summary – you can't just change a word here or there! Use only the author and the year can be introduced as:

1. Book, author known use the name of the author and page number in brackets.....according to Waugh (23)...
2. Book, author not known use the name of the book and page number in brackets..... Britannica (23)...suggests...
3. Website author known use the name of the author and put the title of the webpage in brackets.....it was the opinion of Ronald (Fast Food Nation).....
4. Website author not known use the title of the website.....as How to Make a Pizza points out

How do I reference pictures?

Important: Only use visual images in your work if they are important as part of your analysis

You do not have to reference your own images (those taken by you)

All material used must be referenced (this includes photos, pictures, graphs, tables.)

Book: Underneath the picture/graph/table or any type of visual aid you need to write the person who created it, page you found it on. **Example:** (Waugh 59)

Website: If the name of the person is not available then give the name of the website where you found it. **Example:** (How to Make a Pizza)

Remember – for every single quote/summary quote/graph/table/photo, the full reference has to be in the bibliography

How do I compile a Works Cited?

1. List your resources in alphabetical order.
2. You must list all references you have cited (eg: quote/summary quote/graph/table/photo/film etc)
3. When making your alphabetical list ignore 'A', 'An' and 'The'
4. At the end of your reference you must identify the medium (print, pdf, .gif, .jpeg, interview, online, email, tweet, youtube etc)

Below are some examples of how to reference some of the more common types of resources.

Book

Single Author:

Author's last name, first name. *Title (Italicized)*. Place of publication: Publisher, Date of Publishing. Medium

Example: Carson, Ben. *Gifted Hands*. New York: Harper Collins, 1990. Book.

Two (2) or more authors :

Example: Davis, Michael D. and Hunter R. Clark. *Thurgood Marshal: Warrior at the Bar, Rebel on the Bench*. New York: Carol Pub, 1992. Book.

Pamphlet:

A pamphlet is treated just like a book.

Example: McPherson, Mark. *Caring for your dog*. Mahwah, NJ: Troll, 1985. Book

Web Document:

Basic Parts of an online entry: Author's last name, first name. *Title (Italicized)*. Title of Journal/Newsletter/Company. Date last updated. URL. Medium. Date Accessed. If there are no authors or date updated then you just have to put the information you have:

Examples:

Smith, Peter. *Shakespeare Newsletter: 5(1995)*: Shakespeare Online. 15 Dec 2008

<http://www.shakespear.org/news.htm> ' Online 6th March 2016

'Dylan Thomas' Discovering Authors. GALE Research. 22 April 1998 <http://galenet.gale.com:8888> Online 6th March 2016

'Margaret Atwood Lecture.' 22 Dec. 2006. YouTube. 22 Jan. 2007. <https://www.youtube.com/watch?v=NFLDiWjn34g> Online 6th March 2016

Media:

Film:

Examples:

Film: *Hamlet*. Dir. Franco Zeffirelli. Perf. Mel Gibson. Warner Bro., 1990. DVD.

Documentary: *The Tribal Mind*. National Film Board of Canada. 1994. DVD.

CD:

Example: *A Sky full of Stars (Ghost Stories)*, Coldplay. Parlophone/Atlantic, 2014. CD.

**If you have any queries about referencing please ask a Librarian, your Teacher
or your IB Coordinator**