



الأكاديمية الدولية - عمان

THE INTERNATIONAL ACADEMY - AMMAN

Learners of Today - Leaders of Tomorrow

## Academic Honesty - Quick Guide – Grades 6 to 8

When doing your work always try to 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 or paraphrases, you must reference them using MLA, this is done in the following way:

### Direct Quotes

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

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

### Direct quotes from the internet

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

No author known – “In quotation 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!**

### Summaries

A summary is a short restatement of the main point of an article or paragraph. It is 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 page number to indicate your source.

1. Book (author known): use the name of the author and page number in parenthesis. For example: According to Waugh (23), cats do not always land on their feet.
2. Website (author known): use the name of the author and put the title of the webpage in parenthesis. For example: It was the opinion of Ronald (Fast Food Nation) that McDonald's was not healthy for every meal.
3. Website (author not known): use the title of the website. For example, As “How to Make a Pizza” points out, you start with a crust.

**How do I reference pictures?** All images that are used must be referenced (this includes photos, illustrations, graphs, tables.) **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).

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

**Image from a 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 direct quote/summary/paraphrase/image/graph/table/illustration, the full reference has to be in the Works Cited.**

## How do I compile a Works Cited?

1. List your resources in alphabetical order, double-spaced in 12 point font.
2. You must list all sources you have created an in-text citation for in the body of your paper (quote/summary/paraphrase/graph/table/photo/film, etc.).
3. When making your alphabetical list ignore 'A', 'An' and 'The'.

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)*. Publisher, Date of Publishing.

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

Two (2) or more authors :

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

### Pamphlet:

A pamphlet is treated just like a book.

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

### 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. Date Accessed. If there are no authors or date updated, then leave those out of the citation.

### Examples:

Smith, Peter. *Shakespeare Newsletter: 5(1995)*: Shakespeare Online. 15 Dec 2008. [www.shakespear.org/news.htm](http://www.shakespear.org/news.htm). Accessed 6 Mar. 2019.

"Dylan Thomas." *Discovering Authors*. GALE Research. 22 April 1998. [galenet.gale.com:8888](http://galenet.gale.com:8888). Accessed 6 Mar. 2019.

"Margaret Atwood Lecture." 22 Dec. 2006. Uploaded by University of Toronto. *YouTube*. [www.youtube.com/watch?v=NFLDiWjn34g](http://www.youtube.com/watch?v=NFLDiWjn34g). Accessed 6 Mar. 2019.

### Films:

*Hamlet*. Directed by Franco Zeffirelli. Performance by Mel Gibson. Warner Bros., 1990.

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

### Song:

Coldplay. "A Sky Full of Stars." *Ghost Stories*. Parlophone/Atlantic, 2014.

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

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