

# SOS Hermann Gmeiner International College



## Guide to Academic Honesty And Referencing Style

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## PART A: ACADEMIC HONESTY

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### **What is academic honesty?**

An authentic, academically honest piece of work is one that is based on the candidate's **individual and original ideas**, with **acknowledgment** and **recognition** of the **ideas and work of others** given where appropriate.

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### **What is academic dishonesty?**

Any departure from the upholding of academic honesty can be described as a form of **cheating**, or **malpractice**. This involves the use of various dishonest methods to gain an advantage.

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### **What are the various types of academic dishonesty?**

- Examination Malpractice
  - Duplication
  - Collusion
  - Plagiarism
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### **What do each of these terms mean?**

Examination malpractice is the taking of **unauthorized material** into an examination room, or **misconduct** during an examination.

**Duplication is the presentation of the same work for different assessment components.**

**Collusion** is the support of malpractice of another candidate by **allowing one's work to be copied or submitted for assessment by another**. The student who makes his/her work available for this purpose, and the student who appropriates it, are both implicated. It is important that we differentiate between legitimate collaboration and collusion. **Collaboration** - effectively working with other students and/or experts on tasks and projects. This may involve:

- Using a variety of digital environments and media
- Sharing ideas
- Negotiating ideas with peers
- Submission of tasks either as a team or individually but with common elements.

Teachers will clearly indicate tasks that require collaboration and assessment of such tasks will address collaboration skills."

**Plagiarism is the representation of the ideas or work of another person as the candidate's own.** Plagiarism can be defined as stealing and passing off the ideas and words of another as one's own by failing to credit the proper sources.

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### **Why should I be honest?**

- Moral reason: what people write is their **intellectual property**; stealing it is **wrong**
- Practical reason: what people write is **useful** to you and to others; it must be **traceable**

**In order to avoid plagiarism, you must give credit when:**

- You use another person's spoken or written words
  - You use another person's ideas, opinions, or theories
  - You use facts, statistics, graphics, drawings, music, etc., or any other type of information that does not comprise **common knowledge**
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## PART B: REFERENCING

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### **What are the tools to use for acknowledging sources?**

There are three types of tool which you need to understand in order to acknowledge the words and ideas of others:

#### **Quotation marks**

These are used to enclose text that is a quotation.

#### **Citation**

This is an insertion into the text that identifies (wherever possible) the author to be acknowledged.

#### **Reference**

This is a full identification of the source that has been used.

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### **What are the alternative ways in which these tools are used?**

Here are two different styles of referencing:

#### **Numerical**

In this style, the words/ideas are indicated in the text by a superscript number which refers to the same number given as a footnote at the bottom of the page, along with the reference itself.

#### **Text**

“A city refers to a place of relatively dense settlement -- dense enough so that city residents can not grow their own food”<sup>1</sup>.

#### **Footnote**

<sup>1</sup><http://www.faculty.fairfield.edu/faculty/hodgson/Courses/so11/population/urbanization.htm> (24 Jan 09)

#### **Modern Languages Association (MLA)**

This style uses an in-text citation in brackets, consisting of the author’s surname and the page number (if the source is a book or journal article).

#### **Text**

“A city refers to a place of relatively dense settlement -- dense enough so that city residents can not grow their own food” (Hodgson).

#### **Works Cited**

Hodgson, Dennis. “The Urbanization of the World”. 1998. 24 Jan. 2009  
<<http://www.faculty.fairfield.edu/faculty/hodgson/Courses/so11/population/urbanization.htm>>

So the tools to use look like this:

### QUOTATION MARKS

“TOK in the IB programme is a course that looks at the nature of knowledge across various fields or disciplines.”

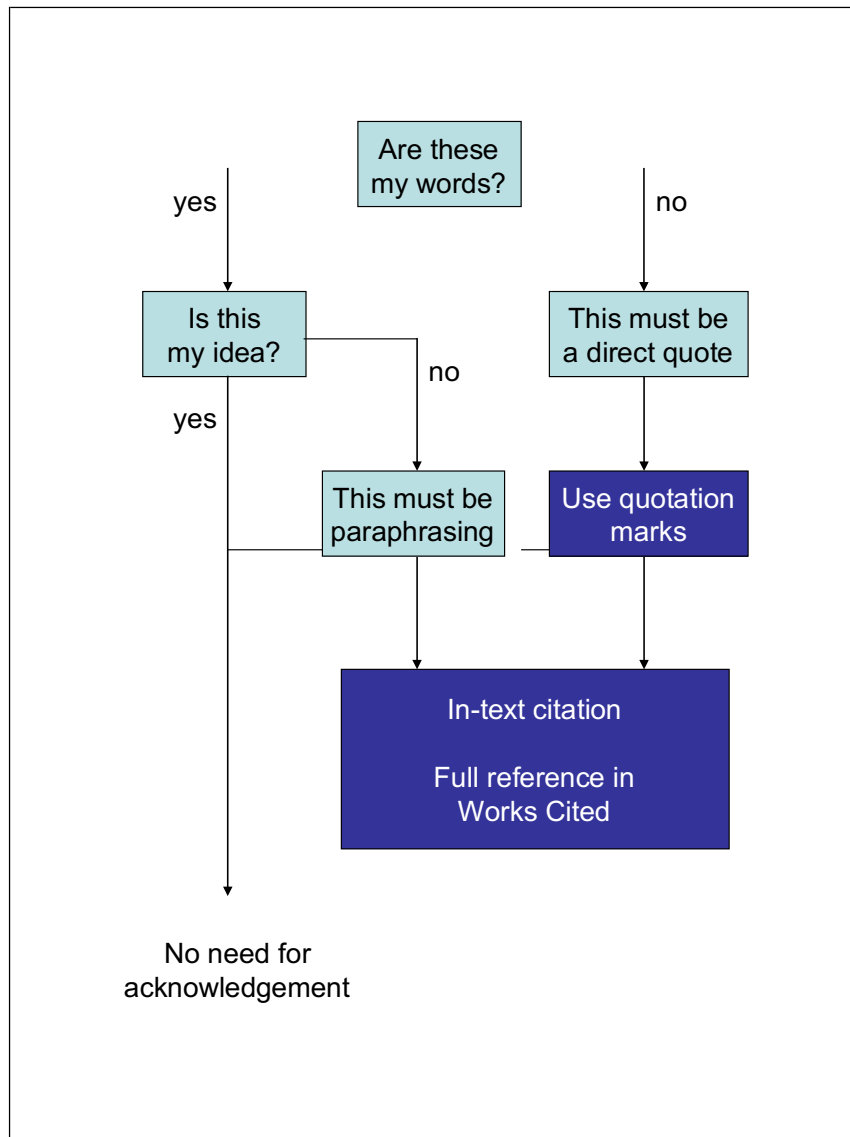
### IN-TEXT CITATION

(Bastian 19)

### REFERENCE (in Works Cited)

Bastian, Sue. *Theory of Knowledge*. Harlow: Heinemann, 2008

The following flow diagram will help you to know when and how to use these tools:



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## Which style do we use at SOS-HGIC, and why?

The numerical style is easier because it requires less information, but that is also its weakness. With an online source, it could hardly be simpler just to include the URL at the bottom of the page. No evaluation of the source is formally required. With the MLA style, you need to make the effort to find out who actually wrote what you want to quote or expressed the idea you want to use. Sometimes this is not possible, but the point is that the effort must be made each time. This is one reason why we have adopted the MLA style.

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## How should different kinds of source be referenced?

### Books

#### One Author

Astin, Alexandra. *Achieving Educational Excellence*. Washington: Jossey-Bass, 1985.

#### Same Author

----- . *Building Confidence in the Classroom*. London: Penguin, 1991

#### More than One Author

Jones, Victor, Mark Eakle, and Colin Foerster. *A History of Newspapers*. Cambridge, Eng.: Cambridge UP, 1987.

#### Editor or No Author

*The New Fontana Dictionary of Modern Thought*. 3<sup>rd</sup> ed. London: HarperCollins, 1999

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### Online Sources

#### Article from Encyclopaedia

“Liberation Theology”. *Wikipedia – the Free Encyclopedia*. 2009. 23 Jan. 2009.  
<[http://en.wikipedia.org/wiki/Liberation\\_Theology](http://en.wikipedia.org/wiki/Liberation_Theology)>

#### Article from Journal (through Jstor)

Erixton, Fredrik. “Sachs’s Wrong Prescription”. *Foreign Policy*. Nov – Dec 2004: 15-16.  
Jstor. 24 Jan. 2009 <<http://www.jstor.org>>

#### Online Book

Landry, Paula. *Biographies: Adam Smith*. 2005. 25 Jan. 2008  
<<http://www.blupete.com/Literature/Biographies/Philosophy/Smith.htm>>

#### Other Article or Page

Hodgson, Dennis. “The Urbanization of the World”. 1998. 23 Jan. 2009  
<<http://www.faculty.fairfield.edu/faculty/hodgson/Courses/so11/population/urbanizat6ion.htm>>

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## **Other Sources**

### Newspaper Article

"U.S. troops capture chief aide to warlord." *Hartford Courant*. 22 Sept. 1993

### Interview

Nkrumah, Margaret. Personal Interview. 24 Sept. 1996.

### Television Programme

*Frost over the World*. Al Jazeera. Qatar. 3 May 2008.

### Journal Article

Christie, John S. "Fathers and Virgins: Garcia Marquez's Faulknerian Chronicle of a Death Foretold." *Latin American Literary Review* 13.3: 21-29.

### Video Cassette

*Creation vs. Evolution: "Battle of the Classroom."* Dir. Ryall Wilson, Videocassette. PBS Video, 1982

### Lecture

Darling, Charles. "The Decadence: The 1890s." Humanities Division Lecture Series. Capital Community College, Hartford. 12 Sept. 1996.

More guidance on these specific matters can be found online from sources such as: [http://www.library.cornell.edu/resrch/citmanage/mla#online\\_book](http://www.library.cornell.edu/resrch/citmanage/mla#online_book)

(Note with this source that italics have been replaced with underlining.)

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## **How should my academic work be formatted?**

- Fonts: Arial, Times New Roman
- Size: 12-point
- Line spacing: set to 1.5
- Margins: generous, no page borders
- Page numbering: footer

# Some Examples

## **SOURCE: BOOK, KNOWN AUTHOR**

Citation: (AUTHOR PAGE NUMBER)

Reference: AUTHOR. *TITLE*. PUBLISHER LOCATION: PUBLISHER, PUBLICATION YEAR

### **Original Text**

The credibility and reputation of scientists are established primarily by their ability to communicate effectively through their written reports. Poorly written papers, regardless of the importance of the content, may not get published if the reviewers do not understand what the writer intended to say. You should think about your reputation even as a student. When you write your laboratory reports in an accepted, concise and accurate manner, your instructor knows you are serious about your work. Your instructor appreciates not only the time and effort required to understand the subject matter, but also your willingness to write according to the standards of the profession.

### **Source**

A book for students on how to present academic work in the biological sciences.

### **Paraphrase. Citation. Reference**

The point here is that, when it comes to publishers, often the presentation of work according to accepted conventions of the discipline is even more important than the content itself (Knisely 28).

### **Works Cited**

Knisely, Karen. *A Student Handbook for Writing in Biology*. Gordonsville, USA: Sinauer, 2005

### **Quotation. Citation. Reference**

The danger is that “[p]oorly written papers, regardless of the importance of the content, may not get published if the reviewers do not understand what the writer intended to say” (Knisely 28).

### **Works Cited**

Knisely, Karen. *A Student Handbook for Writing in Biology*. Gordonsville, USA: Sinauer, 2005



## **SOURCE: WEB PAGE, KNOWN AUTHOR**

Citation: (AUTHOR)

Reference: AUTHOR. "TITLE". *ORGAN*. PUBLICATION DATE. ACCESS DATE. <URL>

### **Original Text**

Now a confirmed atheist, I've become convinced of the enormous contribution that Christian evangelism makes in Africa: sharply distinct from the work of secular NGOs, government projects and international aid efforts. These alone will not do. Education and training alone will not do. In Africa Christianity changes people's hearts. It brings a spiritual transformation. The rebirth is real. The change is good.

I used to avoid this truth by applauding - as you can - the practical work of mission churches in Africa. It's a pity, I would say, that salvation is part of the package, but Christians black and white, working in Africa, do heal the sick, do teach people to read and write; and only the severest kind of secularist could see a mission hospital or school and say the world would be better without it. I would allow that if faith was needed to motivate missionaries to help, then, fine: but what counted was the help, not the faith.

### **Source**

A newspaper article from December 2008 by the columnist Matthew Parris from the London Times, reproduced on the newspaper's website.

### **Paraphrase, Citation, Reference**

It has been claimed recently (Parris) that Christianity plays a uniquely important and positive role in development efforts across Africa.

### **Works Cited**

Parris, Matthew. "As an Atheist, I truly believe Africa needs God". *The London Times*. 27 Dec. 2008. 16 Jan. 2009.

<[http://www.timesonline.co.uk/tol/comment/columnists/matthew\\_parris/article5400568.ace](http://www.timesonline.co.uk/tol/comment/columnists/matthew_parris/article5400568.ace)>

### **Quotation, Citation, Reference**

The British commentator Matthew Parris, although not a Christian himself, says: "I've become convinced of the enormous contribution that Christian evangelism makes in Africa: sharply distinct from the work of secular NGOs, government projects and international aid efforts" (Parris).

### **Works Cited**

Parris, Matthew. "As an Atheist, I truly believe Africa needs God". *The London Times*. 27 Dec. 2008. 16 Jan. 2009.

<[http://www.timesonline.co.uk/tol/comment/columnists/matthew\\_parris/article5400568.ace](http://www.timesonline.co.uk/tol/comment/columnists/matthew_parris/article5400568.ace)>

## **SOURCE: WEB PAGE, UNKNOWN AUTHOR**

Citation: (“TITLE”)

Reference: “TITLE”. *ORGAN or WEBSITE TITLE*. PUBLICATION DATE. ACCESS DATE.  
<URL>

### **Original Text**

Our reporter says there may only be one side celebrating at the inauguration, but many Ghanaians of whatever political persuasion are proud that the country is setting a good example. Despite allegations of multiple voting and intimidation from both sides, electoral officials found no evidence of foul play and monitors gave Ghana's poll a clean bill of health. One of Mr Kufuor's last acts as president was to intervene and persuade the governing party to accept defeat, a move which helped ensure that Ghana's election did not descend from acrimony into violence, our correspondent says. The stakes were raised further in the election by Ghana's recent discovery of crude oil, with production due to start in late 2010.

Turnout was high for the West African country's fifth set of polls since it embraced multi-party democracy in 1992. The former British colony was the first African state to gain its independence in 1957. A nation of 22 million people, it is the world's second biggest cocoa grower and Africa's number two gold miner.

### **Source**

A page from the BBC news website by an unnamed correspondent in Ghana, from January 2009.

### **Paraphrase. Citation. Reference**

Official observers of the recent election in Ghana decided that any procedural irregularities that might have taken place were not sufficient to discredit the announced result (“Ghana’s new leader takes office”).

### **Works Cited**

“Ghana’s new leader takes office”. *BBC News*. 9 Jan. 2009. 16 Jan. 2009.  
<<http://news.bbc.co.uk/2/hi/africa/7814524.stm>>

### **Quotation. Citation. Reference**

In the aftermath of the election, it was reported that (“Ghana’s new leader takes office”), “[d]espite allegations of multiple voting and intimidation from both sides, electoral officials found no evidence of foul play and monitors gave Ghana's poll a clean bill of health”.

### **Works Cited**

“Ghana’s new leader takes office”. *BBC News*. 9 Jan. 2009. 16 Jan. 2009.  
<<http://news.bbc.co.uk/2/hi/africa/7814524.stm>>

## **SOURCE: JOURNAL ARTICLE ACCESSED THROUGH JSTOR**

Citation: (AUTHOR PAGE)

Reference: AUTHOR. "TITLE". *ORGAN*. PUBLICATION DETAILS. JSTOR. ACCESS DATE.  
<JSTOR URL>

### **Original Text**

Empirical research at the household level of the transition process from civil war and genocide to (relative) peace in Rwanda is very scarce. As a result, several important questions regarding Rwanda are heavily disputed by scholars. One of the most controversial topics in modern Rwandan history is whether more than one genocide occurred in Rwanda before, during, or after 1994.

### **Source**

An article from 2003 in the *Journal of Conflict Resolution*, accessed through Jstor as a response to the search item "Rwanda".

### **Paraphrase, Citation, Reference**

Due to a serious shortage of evidence, unresolved questions remain as to the actual number of genocides that occurred in Rwanda around the year 1994 (Verwimp 423).

### **Works Cited**

Verwimp, Philip. "Testing the Double-Genocide Thesis for Central and Southern Rwanda". *Journal of Conflict Resolution*. 47.4 (2003): 423-442. Jstor. 24 Jan. 2009  
<<http://www.jstor.org>>

### **Quotation, Citation, Reference**

It has been claimed that "[o]ne of the most controversial topics in modern Rwandan history is whether more than one genocide occurred in Rwanda before, during, or after 1994" (Verwimp 423).

### **Works Cited**

Verwimp, Philip. "Testing the Double-Genocide Thesis for Central and Southern Rwanda". *Journal of Conflict Resolution*. 47.4 (2003): 423-442. Jstor. 24 Jan. 2009  
<<http://www.jstor.org>>

## **SOURCE: JOURNAL ARTICLE WITH FREE WEB ACCESS**

Citation: (AUTHOR PAGE)

Reference: AUTHOR. "TITLE". *ORGAN*. PUBLICATION DETAILS. ACCESS DATE. <URL>

### **Original Text**

Lethal yellowing-like diseases caused by phytoplasmas are a major factor that impacts on coconut productivity worldwide. Lethal yellowing (LY) is the name given to the disease in the Americas, and the similar diseases in Africa are referred to as Lethal yellowing-like (LYD) because the phytoplasmas involved are different strains. In Ghana, the disease is referred to locally as Cape St. Paul wilt disease (CSPWD). The symptoms of the disease are characterised by premature fruit drop and blackening of new inflorescences followed by yellowing of the leaves until the crown dies to result in bare trunks or 'telephone poles'. The principal means of transmission of phytoplasmas between plants is by phloem-feeding insects...

### **Source**

An academic journal article from 2007 about research into a coconut palm disease, reproduced on the Web.

### **Paraphrase. Citation. Reference**

Although this disease is widely known as lethal yellowing, it has acquired a more local name in Ghana as Cape St. Paul Wilt Disease (Owusu Nipah 385).

### **Works Cited**

Owusu Nipah, Joseph, Phil Jones, Jennifer Hodgetts and Matt Dickinson. "Detection of phytoplasma DNA in embryos from coconut palms in Ghana, and kernels from maize in Peru." *Bulletin of Insectology* 60.2 (2007): 385-386. 16 Jan. 2009.  
<<http://www.bulletinofinsectology.org/pdfarticles/vol60-2007-385-386nipah.pdf>>

### **Quotation. Citation. Reference**

The symptoms of CSPWD are "premature fruit drop and blackening of new inflorescences followed by yellowing of the leaves until the crown dies" (Owusu Nipah 385).

### **Works Cited**

Owusu Nipah, Joseph, Phil Jones, Jennifer Hodgetts and Matt Dickinson. "Detection of phytoplasma DNA in embryos from coconut palms in Ghana, and kernels from maize in Peru." *Bulletin of Insectology* 60.2 (2007): 385-386. 16 Jan. 2009.  
<<http://www.bulletinofinsectology.org/pdfarticles/vol60-2007-385-386nipah.pdf>>