

# SOS Hermann Gmeiner International College



## Guide to Academic Honesty And Referencing Style

Version 2020.04

Updated April 2025

## PART A: ACADEMIC HONESTY

---

### **1.1. 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.

---

### **1.2 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.

---

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

- **Examination Malpractice** - Examination malpractice is the taking of unauthorized material into an examination room, or misconduct during an examination.
- **Duplication** - the presentation of the same work for different assessment components.
- **Collusion** - 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.
- **Plagiarism** - 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.
- **Impersonation** – false representation of identity.
- **Breach of teacher support limits** - Seeking or accepting guidance beyond permitted limits.
- **Breach of subject specific guidelines** - Failing to adhere to prescribed IB subject-specific rules.
- **Fabrication** - the use of inauthentic data, evidence, facts, quotes and other sources of information.
- **Irresponsible conduct in group work:** Failing to contribute fairly in group projects or misrepresenting one's input.

## 1.4 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

## PART B: ACKNOWLEDGING SOURCES

---

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

There are three types of tools which you need to understand in order to acknowledge the words and ideas of others properly.

#### **Quotation marks**

Quotation marks (“ ”) are used to enclose direct quotations in text. It looks like this:

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

#### **Citation**

A citation is an insertion into the text that identifies (wherever possible) the author being acknowledged. It looks like this:

(Bastian 19)

#### **Reference**

This is a full identification of the source that has been used. It looks like this:

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

### **2.2. What are the different ways in which these tools are used?**

Different citation styles use quotations, citations and references to acknowledge sources in different ways. The three main ways are:

#### **a. Numbered footnote (sometimes called notes bibliography) – Used in Chicago.**

This style uses superscript numbers within the text, each corresponding to a footnote at the bottom of the page that provides the full reference. It looks like this:

**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/so111/population/urbanization.htm> (24 Jan 09)

**b. The Author-date (sometimes called the author-date-page) – Used in APA.**

This format includes the author's surname and the year in parentheses. A page number is added for direct quotes.

**c. Author (Sometimes called the author-page) – Used in MLA.**

This style uses an in-text citation in brackets, consisting of the author’s surname and the page number (if the source has numbered pages). For example:

**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/so111/population/urbanization.htm>>

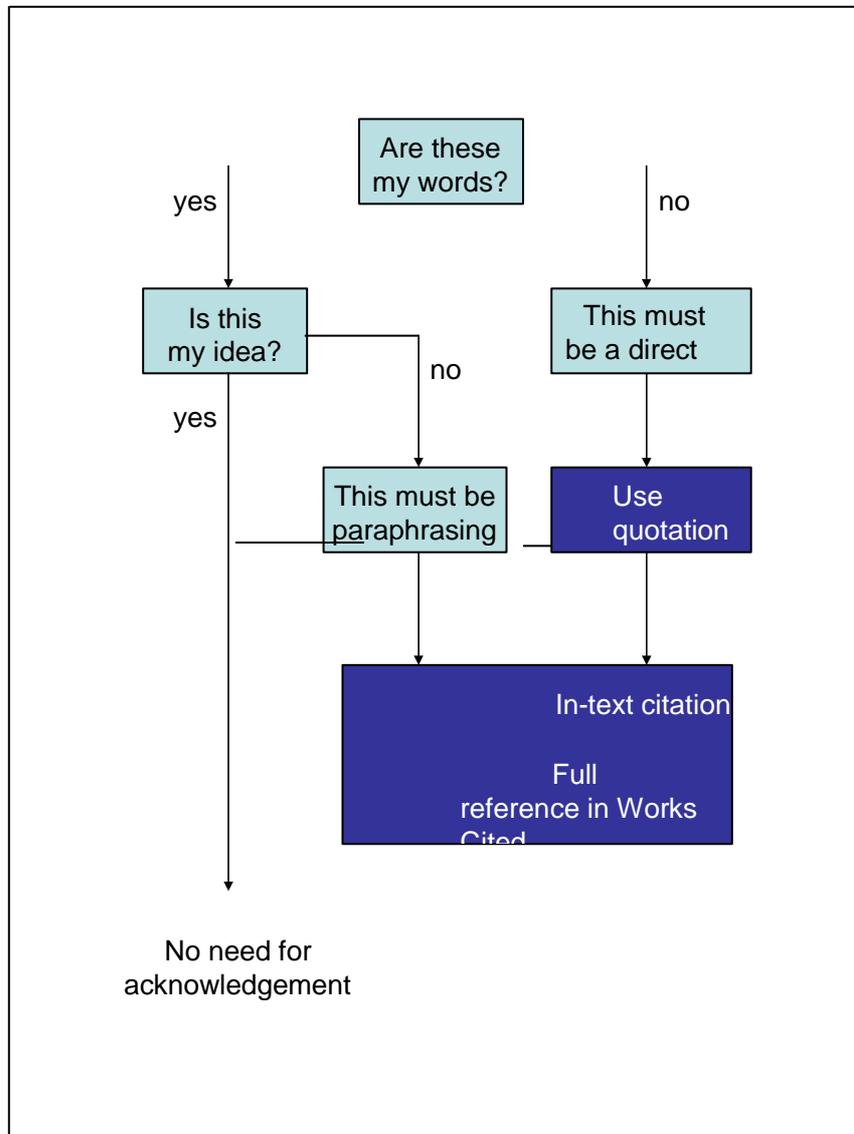
**2.3 Important notes on citation and references**

When acknowledging sources, keep the following points in mind:

- a. Citations and references work together. Citations appear within the text, while references are listed at the end. References provide full details of the works cited and are sometimes referred to as Works Cited.
- b. References vs Bibliography. References (or Works Cited) list only the sources that have been cited in the text. A bibliography, however, includes both cited sources and other relevant works the author consulted but did not directly cite. Only works that are cited should be included in a reference list.
- c. A citation without a corresponding reference, or a reference without a corresponding citation, is

incomplete. Each citation should have a matching entry in the reference list, and vice versa.

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



## 2.4 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.

## 2.5 How should different kinds of source be cited and referenced?

The following sections provide guidance on how various types of sources are to be cited, referenced and formatted in the MLA style.

### 2.5.1 A Book

*In-Text Citation Format:* (Author's Last Name Page Number)

*Example:* (Astin 45)

*Works Cited Format:*

Author's Last Name, First Name. *Title of Book*. Publisher, Year.

*Example:*

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

### 2.5.2 Books with Multiple Authors

*Two Authors*

*In-Text Citation Format:*

(Last Name and Last Name Page Number)

*Example:* (Brown and Carter 76)

*Works Cited Format:*

Last Name, First Name, and First Name Last Name. *Title of Book*. Publisher, Year.

*Example:*

Brown, James, and Lisa Carter. *Exploring Space Science*. Cambridge UP, 2020.

### **Three or More Authors**

In-Text Citation Format: (Last Name et al. Page Number)

*Example:* (Wilson et al. 203)

Works Cited Format:

Last Name, First Name, et al. *Title of Book*. Publisher, Year.

*Example:*

Wilson, Mark, et al. *Introduction to Environmental Studies*. Routledge, 2018.

### **2.5.3 Books with an Editor or no Author**

In-Text Citation Format: (Editor's Last Name Page Number)

*Example:* (Johnson 112)

Works Cited Format:

Last Name, First Name, editor. *Title of Book*. Publisher, Year.

*Example:*

Johnson, Emily, editor. *Modern Literature and Society*. HarperCollins, 2017.

For multiple editors:

*Example:*

Thompson, Mark, and Henry Wells, editors. *Philosophy and Ethics*. Princeton UP, 2019.

### **2.5.4 Books with a Corporate Author**

In-Text Citation Format: (Organisation Name Page Number)

*Example:* (World Health Organization 57)

Works Cited Format:

Organisation Name. *Title of Book*. Publisher, Year.

*Example:*

World Health Organization. *Global Health Policies*. WHO, 2021.

If the publisher and author are the same, omit the author and begin with the title.

*Example:*

*Annual Report on Climate Change.* United Nations, 2022.

### **2.5.5 Books with a Translator**

*In-Text Citation Format:* (Author's Last Name Page Number)

*Example:* (Dostoevsky 88)

*Works Cited Format:*

Author's Last Name, First Name. *Title of Book.* Translated by Translator's Name, Publisher, Year.

*Example:*

Dostoevsky, Fyodor. *Crime and Punishment.* Translated by Richard Pevear and Larissa Volokhonsky, Vintage, 1993.

### **2.5.6 Books with an Edition Number**

*In-Text Citation Format:* (Author's Last Name Page Number)

*Example:* (Miller 132)

*Works Cited Format:*

Author's Last Name, First Name. *Title of Book.* Edition, Publisher, Year.

*Example:*

Miller, George. *Fundamentals of Biology.* 3rd ed., Pearson, 2019.

### **2.5.7 Books in a Series**

*In-Text Citation Format:* (Author's Last Name Page Number)

*Example:* (Collins 45)

*Works Cited Format:*

Author's Last Name, First Name. *Title of Book.* Publisher, Year. Series Name.

*Example:*

Collins, Mark. *The Science of Genetics.* Harper, 2016. *Oxford Biology Series.*

## 2.5.8 E-Books and Audiobooks

### E-Books

In-Text Citation Format: (Author's Last Name Chapter or Section)

*Example:* (King, ch. 3)

Works Cited Format:

Author's Last Name, First Name. *Title of Book*. E-book format, Publisher, Year.

*Example:*

King, Stephen. *The Shining*. Kindle ed., Doubleday, 2000.

NB: For an online book include the access date and the URL

*Example:*

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

### Audiobooks

In-Text Citation Format: (Author's Last Name Timestamp)

*Example:* (Gladwell 00:15:30)

Works Cited Format:

Author's Last Name, First Name. *Title of Book*. Narrated by Narrator's Name, Publisher, Year.

*Example:*

Gladwell, Malcolm. *The Tipping Point*. Narrated by the author, Hachette Audio, 2005.

## 2.5.2 Articles in Journals, Magazines, and Newspapers

### 2.5.2.1 Journal Articles

#### Print Journal Articles

In-Text Citation Format: (Author's Last Name Page Number)

*Example:* (Peterson 120)

Works Cited Format:

Author's Last Name, First Name. "Title of Article." *Title of Journal*, vol. #, no. #, Year, pp. xx-xx.

*Example:*

Peterson, David. "Climate Change and Marine Ecosystems." *Journal of Environmental Studies*, vol. 42, no. 3, 2019, pp. 115-134.

**Online Journal Articles (from Databases or Websites)**

In-Text Citation Format:

(Author's Last Name Page Number)

*Example:* (Erixton 2004)

Works Cited Format:

Author's Last Name, First Name. "Title of Article." *Title of Journal*, vol. #, no. #, Year, pp. xx-xx.

*Database Name*, DOI or URL.

*Example:*

Erixton, Fredrik. "Sachs's Wrong Prescription". *Foreign Policy*. Nov – Dec 2004: 15-16.

Jstor. 24 Jan. 2009 <<http://www.jstor.org>>

**2.5.2.2 Magazine Articles**

**Print Magazine Articles**

In-Text Citation Format: (Author's Last Name Page Number)

*Example:* (Carter 47)

Works Cited Format:

Author's Last Name, First Name. "Title of Article." *Title of Magazine*, Day Month Year, pp. xx-xx.

*Example:*

Carter, Sarah. "The Rise of Renewable Energy." *National Geographic*, 15 June 2022, pp. 45-50.

**Online Magazine Articles**

In-Text Citation Format: (Author's Last Name)

*Example:* (Lopez)

Works Cited Format:

Author's Last Name, First Name. "Title of Article." *Title of Magazine*, Day Month Year, URL.

*Example:*

Lopez, Maria. "Breakthroughs in Quantum Computing." *Scientific American*, 3 May 2023, [www.scientificamerican.com/article/breakthroughs-in-quantum-computing/](http://www.scientificamerican.com/article/breakthroughs-in-quantum-computing/).

### **2.5.2.3 Newspaper Articles**

**Print Newspaper Articles**

In-Text Citation Format: (Author's Last Name Page Number)

*Example:* (Johnson B3)

Works Cited Format:

Author's Last Name, First Name. "Title of Article." *Title of Newspaper*, Day Month Year, p. xx.

*Example:*

Johnson, Eric. "Economic Growth in Africa." *The Guardian*, 10 Aug. 2021, p. B3.

Williams, Henry. "New Research on Cancer Treatment." *The New York Times*, 5 Apr. 2022, pp. A1+.

**Online Newspaper Articles**

In-Text Citation Format: (Author's Last Name)

*Example:* (Ahmed)

Works Cited Format:

Author's Last Name, First Name. "Title of Article." *Title of Newspaper*, Day Month Year, URL.

*Example:*

Ahmed, Fatima. "Global Water Crisis Worsens." *BBC News*, 2 Sept. 2023, [www.bbc.com/news/global-water-crisis](http://www.bbc.com/news/global-water-crisis).

### **2.5.2.4 Articles with No Author**

If an article does not have an author, start with the title of the article.

In-Text Citation Format: Use a shortened version of the title in quotation marks.

*Example:* ("Advancements in AI" 18)

Works Cited Format:

“Title of Article.” *Title of Periodical*, Day Month Year, p. xx.

*Example:*

“Advancements in AI Technology.” *The Economist*, 20 July 2022, p. 18.

### **2.5.2.5 In-Text Citations for Articles**

For in-text citations, use the author’s last name and the page number (if available).

*Examples:*

- (Peterson 120)
- (Carter 47)
- (Ahmed) [*for an online article with no page numbers*]

If multiple articles by the same author are cited, include a shortened version of the article title:

*Example:*

(Lopez, “Quantum Computing”)

## **2.5.3 Websites, Social Media, And Other Digital Materials.**

### **2.5.3.1 Websites**

In-Text Citation Format:

(Author’s Last Name)

If no author is available, use a shortened version of the title in quotation marks.

*Examples:*

(Johnson)

(“The Effects of Climate Change”)

Works Cited Format:

Author’s Last Name, First Name. “Title of Webpage.” *Website Name*, Day Month Year, URL.

*Examples:*

Johnson, Emily. “History of African Architecture.” *World Heritage Review*, 12 Apr. 2022,

[www.worldheritagereview.com/african-architecture](http://www.worldheritagereview.com/african-architecture).

“The Effects of Climate Change on Wildlife.” *National Parks Conservation Association*, 25 June 2023, [www.npca.org/articles/climate-change-wildlife](http://www.npca.org/articles/climate-change-wildlife).

### **2.5.3.3 Social Media Posts**

#### **2.5.3.3.1 Twitter/X**

##### *Works Cited Format:*

Author’s Last Name, First Name (or Username). “Text of the tweet.” *Platform*, Day Month Year, URL.

##### *Example:*

Gates, Bill (@BillGates). “The world must act on climate change now.” *Twitter*, 5 Mar. 2023, [twitter.com/BillGates/status/1234567890](https://twitter.com/BillGates/status/1234567890).

#### **2.5.3.3.2 Instagram & Facebook**

##### *Works Cited Format:*

Author’s Last Name, First Name (or Username). “Description of the post.” *Platform*, Day Month Year, URL.

##### *Example:*

NASA (@nasa). “New images from the James Webb Space Telescope reveal distant galaxies.” *Instagram*, 14 Aug. 2023, [www.instagram.com/p/abcdef123456/](https://www.instagram.com/p/abcdef123456/).

#### **2.5.3.4 YouTube and Other Online Videos**

For videos, include the uploader’s name, video title, platform, upload date, and URL.

##### *Works Cited Format:*

Author’s Last Name, First Name (or Username). “Title of Video.” *Platform*, Day Month Year, URL.

*Example:*

TED-Ed. “How to Think Like a Philosopher.” *YouTube*, 22 May 2021,  
[www.youtube.com/watch?v=abcdef12345](http://www.youtube.com/watch?v=abcdef12345).

### **2.5.3.5 Films and Television Shows**

#### **Film**

*Title of Film*. Directed by Director’s Name, Production Company, Year.

*Example:*

*Inception*. Directed by Christopher Nolan, Warner Bros., 2010.

#### **TV Show Episode**

“Title of Episode.” *Title of Series*, season Number, episode Number, Network, Date.

*Example:*

“The Red Wedding.” *Game of Thrones*, season 3, episode 9, HBO, 2 June 2013.

### **2.5.3.5 AI-Generated Content**

#### *In-Text Citation Format:*

Use a shortened version of the prompt and the tool name.

*Example:*

(“Explain the effects,” ChatGPT)

#### *Works Cited Format:*

“Prompt text.” *AI Tool*, Version (if applicable), Day Month Year, URL.

*Example:*

“Explain the effects of urbanisation on rural communities.” *ChatGPT*, OpenAI, 18 Jan. 2024,  
chat.openai.com.

### **2.5.3.6 Online PDFs, eBooks, and Digital Reports**

For online PDFs and reports, cite them similarly to books but include the URL.

#### *Works Cited Format:*

Author’s Last Name, First Name. *Title of Report or eBook*. Publisher, Year, URL.

*Example:*

World Health Organization. *Global Nutrition Report 2023*. WHO, 2023, [www.who.int/global-nutrition-report-2023.pdf](http://www.who.int/global-nutrition-report-2023.pdf).

### **2.5.3.7 Online Encyclopaedias and Dictionaries**

For reference works that are updated frequently (such as Wikipedia), include the access date.

*Works Cited Format:*

“Title of Entry.” *Encyclopaedia or Dictionary Name*, Publisher, Last Updated Date (if available), Accessed Day Month Year, URL.

*Example:*

“Artificial Intelligence.” *Encyclopaedia Britannica*, Britannica Group, 2023, Accessed 2 Sept. 2023. [www.britannica.com/topic/artificial-intelligence](http://www.britannica.com/topic/artificial-intelligence).

## **2.5.5 Personal Communications: emails, interviews, lectures, and unpublished manuscripts.**

### **2.5.5.1 Personal Interviews**

*In-Text Citation Format:*

Use the interviewee’s last name in parentheses.

*Example:* (Nkrumah)

If the interviewee’s name appears in the sentence, no parenthetical citation is needed.

*Example:*

In a personal interview, *Ama Mensah explained her experience with sustainable farming practices.*

*Works Cited Format:*

Interviewee’s Last Name, First Name. Personal interview. Date of Interview.

*Example:*

Nkrumah, Margaret. Personal Interview. 24 Sept. 2024.

### **2.5.5.2 Emails, Letters, and Personal Messages**

Personal correspondence such as emails, letters, and private messages should be cited with the sender's name and the date of communication.

#### *In-Text Citation Format:*

Use the sender's last name in parentheses.

*Example:* (Asante)

If the sender's name appears in the sentence, no citation is needed.

*Example:*

In an email, *Kwame Asante confirmed the details of the research proposal.*

#### *Works Cited Format:*

Sender's Last Name, First Name. "*Subject Line of Email (if applicable).*" Received by Recipient's Name, Date.

*Example (Email):*

Asante, Kwame. "*Re: Research Proposal.*" Received by Linda Boateng, 10 Apr. 2024.

*Example (Letter):*

Okafor, Chinedu. *Letter to the author.* 2 Mar. 2023.

### **2.5.5.3 Unpublished Manuscripts and Theses**

#### *In-Text Citation Format:*

Use the author's last name and page number (if applicable).

*Example:* (Owusu 25)

#### *Works Cited Format:*

Author's Last Name, First Name. *Title of Manuscript or Thesis.* Type of document, Name of Institution, Date.

*Example (Unpublished Thesis):*

Owusu, Michael. *The Impact of Climate Change on Agriculture in Ghana.* MA thesis, University of Ghana, 2023.

Example (*Unpublished Manuscript*):

Tetteh, Samuel. *Untitled Poetry Collection*. Unpublished manuscript, 2024.

#### **2.5.5.4 Lectures Public Talks, and Conference Presentations**

##### **In-Text Citation Format:**

Use the speaker's last name in parentheses.

*Example:* (Baah)

##### **Works Cited Format:**

Speaker's Last Name, First Name. "*Title of Lecture (if applicable)*." Name of Course or Event, Date, Location.

Example (*Lecture*):

Baah, Kofi. "*The Future of Artificial Intelligence*." Computer Science Lecture, University of Cape Coast, 15 Nov. 2023.

Example (*Conference Presentation*):

Williams, Sarah. "*Gender Equality in Higher Education*." International Education Conference, 2022, Accra International Conference Centre.

#### **2.5.5.5 Unrecorded Speeches and Informal Conversations**

##### **In-Text Citation Format:**

Use the speaker's last name in parentheses.

*Example:* (Adjei)

##### **Works Cited Format:**

Speaker's Last Name, First Name. *Conversation with the author*. Date.

*Example:*

Adjei, Nana. *Conversation with the author*. 21 Mar. 2024.

## Further Examples of Quotations, Citations, and References for Different Source Types

### **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.ece](http://www.timesonline.co.uk/tol/comment/columnists/matthew_parris/article5400568.ece)>

### 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.ece](http://www.timesonline.co.uk/tol/comment/columnists/matthew_parris/article5400568.ece)>

## 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. <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.istor.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 trucks 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>>

## Further resources

More guidance on these specific matters can be found online from sources such as the following:

- a. <https://style.mla.org/works-cited/citations-by-format/>
- b. <https://www.uwe.ac.uk/study/study-support/study-skills/referencing/mla>
- c. <https://subjectguides.york.ac.uk/referencing-style-guides/mla>
- d. [https://owl.purdue.edu/owl/research\\_and\\_citation/mla\\_style/](https://owl.purdue.edu/owl/research_and_citation/mla_style/)

## 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

## How should the Works Cited page be formatted?

- Title: *Works Cited*, centred, no bold, underline, or quotation marks.
- Order: Alphabetical by author's last name; if none, use title (ignore "A," "An," "The").
- Indentation: 0.5-inch hanging indent for second and later lines.
- Spacing: Double-spaced throughout.
- Only include sources that were cited in the work.

## What citation tools can I use to generate my intext citations and references?

- a. <https://zbib.org/>
- b. <https://www.mybib.com/>

However, it is important ensure that the citations and references generated are consistent with the school's referencing guide.

## Where can I go if I need help with citing and referencing my sources?

- You can seek help from the librarian if you need assistance with citing and referencing your sources.

## **Bibliography**

*Academic Integrity Policy*. International Baccalaureate. 2019. Accessed 26 Jan. 2025.

*Effective citing and referencing*. International Baccalaureate. 2019. Accessed 26 March. 2025.

“MLA Style”. *Purdue OWL - Purdue University*. Accessed 24 Mar. 2025. owl.purdue.edu/  
owl/research\_and\_citation/mla\_style

“Referencing styles: a practical guide”. *University of York Practical Guides*. Accessed 24 Mar.  
2025. owl.purdue.edu/owl/research\_and\_citation/mla\_style